



Working from HOME CHECKLIST



Guidance for workers and employers



The working from home checklist provides employers, managers, supervisors, and workers with minimal guidance and measures on how they can meet their respective work health and safety obligations when managing working from home risks. This guidance should be used in conjunction with any other detailed guidance provided by the employer.



WORK ENVIRONMENT

Illumination level and location of lighting fixtures are suited to the activity. The lighting level should be sufficient for visual tasks to be completed without eye strain.

Natural and artificial light sources should not create glare via reflection on the computer screen or working surface.

Sufficient levels of ventilation and thermal comfort.

Location, height and other physical characteristics of furniture and computer/s are suited to the task and take into consideration other factors (for example, exit routes, direction of light source).

Walkways are clear of clutter and trip hazards such as trailing electrical cords.

There is no damaged flooring (uneven tiles, pulled up carpet).

Suitable storage for documents and books.

Where possible, use equipment that has been issued by your organisation and recently been tested and tagged by your IT area.

Power outlets are not overloaded with double adapters and power boards.

Set up your workstation correctly (refer to Comcare's [Workstation set-up guide](#)).



COMMUNICATION

Agree on a reasonable communication strategy between you and your manager (for example, call-in or email morning and/or evening if and when appropriate at night).

Inform your manager if there is any change that may impact your health and safety or the health and safety of another worker (for example, a new pet, renovations or moving house).

Manager/supervisor to ensure the agreed communication strategy with the worker/ team is documented.



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WORK PRACTICES

Take breaks every 30 minutes of keyboarding, and stand and stretch at least once per hour.

Keep wrists upright while typing and make sure they are not supported on any surface while typing.

Sitting posture is upright or slightly reclined, maintaining slight hollow in lower back.

Use your hand to hold the telephone receiver or wear a headset (no cradling).

Break up long periods of continuous computer use by performing other tasks such as writing or by stretching.



PHYSICAL ACTIVITY

Take appropriate breaks to ensure repetitive actions are not continued for long periods.

Breaks involve stretching and changing of posture, and possibly alternating activity.

Check you have a comfortable posture.

Make sure any lifting, pushing, or carrying type task is well within your physical capacity.

Use trolleys or other mechanisms to move heavy and awkward items.



MENTAL HEALTH

Set up your workstation and establish boundaries around your work hours with your partner, children and/or house mates.

Schedule regular meetings and catch ups with your manager, team and clients to help you maintain ongoing contact and foster positive working relationships.

Stay connected and updated on work matters via phone, email and/or online (video conferencing, instant messaging platforms, etc).

Use outdoor spaces where possible when you take breaks and try to incorporate some exercise or other activity as part of your working day.

Identify any potential distractions and put strategies in place to minimise them, for example separating your workstation from the rest of the house.

Play music or listen to the radio to create a harmonious working environment.

Remember: employers and workers' work health and safety duties still apply in home-based work. For further information on your obligations, view Comcare's [working from home guidance](#) available on the [Office Safety Tool](#).