Working from home

/ Checklist

safe work australia

This checklist is a starting point to help identify common hazards which may be present when working from home. It is not exhaustive so you should adapt it for your circumstances. It won't be suitable for all situations.

ℹ️ For more information on how to manage WHS risks when working from home see the *Working from home PCBU information sheet*. If you have identified other hazards or risks (e.g. hazardous manual tasks) which need to be managed see the Safe Work Australia website for more information.

PCBU name:

Worker details

Name

Contact

Work group

Emergency information
How to contact worker in an emergency, e.g. private phone

Supervisor and organisation details

Name

Contact

Emergency information
PCBU to detail how to contact supervisor or PCBU in an emergency and any other relevant emergency information workers may need

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Hazard identification, incident reporting and consultation	Y / N *Worker to complete*	**Comments and agreed actions** *PCBU to summarise consultation with worker on identified hazards and possible solutions including actions to be taken, when and by who*
PCBU has provided information on common WHS hazards (both physical and psychosocial) associated with working from home		
Information on ongoing consultation arrangements has been provided by the PCBU including on when and how to report WHS hazards and incidents, or changes to the work and work environment		
PCBU provided opportunities for workers to raise concerns and share views before working from home commenced		

Workstation set up and hazardous manual tasks	Y / N *Worker to complete*	**Comments and agreed actions** *PCBU to summarise consultation with worker on identified hazards and possible solutions including actions to be taken, when and by who*
Work does not involve hazardous manual tasks (e.g. repetitive movements, sustained or awkward postures, or lifting heavy equipment)		
Workstation is safely and ergonomically set up – see the *Setting up your workstation infographic* for more information		
Workers have easy access to all suitable equipment needed to do the job safely		
Workplace equipment is well maintained and workers know how to use it		

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Working environment and facilities	Y / N *Worker to complete*	**Comments and agreed actions** *PCBU to summarise consultation with worker on identified hazards and possible solutions including actions to be taken, when and by who*
Workspace is well lit and glare can be minimised throughout the day		
Workplace is well ventilated and kept at a comfortable temperature in all seasons		
Workplace is easy to move around and free from trip hazards		
Workplace is secure (e.g. others can't freely access the workplace without the worker's permission)		
Workplace is weatherproof		
Workplace is clean and well maintained (e.g. no hazardous mould or pest infestations)		
Working smoke detectors are installed and regularly tested		
Workers know how to evacuate in an emergency and who to contact if they need help		
Workers have access to first aid		
Workers have access to safe and adequate facilities (e.g. drinking water and toilets)		
Workplace is free from excessive noise or distractions		
Power outlets and power boards are not overloaded and there is a safety switch on the switchboard		

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Psychosocial hazards	Y / N *Worker to complete*	**Comments and agreed actions** *PCBU to summarise consultation with worker on identified hazards and possible solutions including actions to be taken, when and by who*
The things needed to do the job well, safely and on time are available (e.g. IT systems work, information is still accessible at home and workers have access to training)		
Job demands can be met during usual work hours (e.g. demands may increase when working from home such as managers needing to do more to check in with staff or more formal processes for simple tasks)		
Adequate support can be accessed from home (e.g. video conferencing is available and workers have regular contact with supervisors/colleagues)		
Work is managed in a way that ensures workers have enough control over their job (e.g. there is reasonable 'checking in' and some flexibility on break times)		
Policies and procedures are fair, transparent and have been provided to workers		
Working from home will not create or increase the risk of harmful behaviours (e.g. bullying or harassment may occur online, or there may be a risk of family and domestic violence)		

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When workers are likely to be working and where

Day	Usual hours *Worker to complete*	Usual breaks *Worker to complete*	Location *Worker to complete*
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Likely extra work or flexible arrangements
Worker to detail any additional work or hours they are likely to do (e.g. answering afterhours calls or staying late during peak times) and any flexible arrangements in place that are not captured above.

Comments and agreed actions
PCBU to summarise consultation with worker on identified hazards (e.g. fatigue, high job demands or working in multiple locations) and possible solutions including what actions will be taken, when and by who

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Other WHS risks *PCBU to add any other hazards or risks that may be present here.* *Consider the specific work done (e.g. viewing traumatic materials), working environment (e.g. communication networks may be unreliable in rural areas) and workers (e.g. inexperienced workers may not know how to complete tasks safely)*	**Y / N** *Worker to complete*	Comments and agreed actions *PCBU to summarise consultation with worker on identified hazards and possible solutions including actions to be taken, when and by who*

Worker comments *Worker to include any additional hazards or risks, concerns or other comments*	Comments and agreed actions *PCBU to summarise consultation with worker on identified hazards and possible solutions including actions to be taken, when and by who*

              's working from home arrangement approved on   and to be reviewed on   or if there are changes that may impact workers' health and safety (e.g. change of residence or moving roles).

Worker signature:

Supervisor signature: