

Home Based Worksite Checklist

The following checklist is to be completed by your employees, and returned to you for your records, and where required appropriate action taken.

Employer	
Employee Name	
Position	
Address	
Employee Phone Number	

Remote Office Checklist	Yes	No	Action
Environment			
Is there a specific area in your home designated for your work?			
Is there adequate lighting for the task being performed?			
Is the room temperature comfortable-is heating/cooling required?			
Workstation			
Is the workstation size and design adequate for the tasks to be performed?			
Is there adequate leg space to allow free movement under the workstation?			
Is a footrest available if feet cannot rest comfortably on the floor?			
Chair			
Do you have a fully adjustable chair?			
Does the chair have a 5 star base?			
Is there adequate lumbar support?			
Is the padding adequate?			
IT			
Is the screen approx. arm's length from the user?			
Is the screen height approx. 400mm above the work surface?			
Can the screen be adjusted up and down to allow sight to be top of screen?			
Is there adequate space to use the keyboard in front of the screen?			
Is the mouse the same height as the keyboard?			
Can the mouse be used on either side?			

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Emergency Management			
Are electrical cords tidy and out of the way so as not to pose a trip hazard?			
Is there a fire extinguisher available?			
Is there a functioning smoke detector?			
Is there a First Aid kit on site?			
Other Considerations			
Is the floor space free from trip hazards?			
Is the IT equipment protected by a circuit breaker?			
Are there adequate powerpoints to run the equipment?			
Are you required to notify your insurance company of the working from home arrangement?			
Other (please detail)			
Authorisations			
I understand the importance and take responsibility for ensuring that my home-based site complies with the above guidelines. I will notify my employer if there has been any change in location or my working conditions.			
Employee' signature	Date		
Manager's signature	Date		
Approved Until	Action Required		

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