



Working from Home – Work Area Self-Assessment

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|--|------------------|------------------------|----------------------|
| Worker Name | | Assessment Date | |
| Proposed Working from Home Schedule | Number of weeks: | Number of days/week: | Number of hours/day: |
| Workstation Address/Location | | | |

Notes:

✓ - Home office workstation complies with requirement.


Blank check box (no check mark) - home office workstation does not meet requirement or unsure.

| Workstation Environment | | ✓ |
|-------------------------|---|---|
| Floor space | <ul style="list-style-type: none"> There is adequate floor space to facilitate safe use of workstation | |
| Lighting | <ul style="list-style-type: none"> Lighting levels comfortable for tasks, absence of glare | |
| Noise | <ul style="list-style-type: none"> Noise levels acceptable Absence of distracting noise, workstation separated from any loud equipment or appliances, noise levels minimised as much as possible | |
| Ventilation | <ul style="list-style-type: none"> Adequate ventilation and comfortable thermal environment (temperature, humidity) | |
| Electrical safety | <ul style="list-style-type: none"> Safety switch/RCD installed on power circuit equipment will be plugged into Electrical equipment in good condition; no frayed cords No double adaptors or piggyback extension leads Individual switches on power boards Adequate electrical equipment ventilation | |
| Slips / Trips | <ul style="list-style-type: none"> Floor surface appropriate, non-slip Ensure rugs, cables, loose items don't pose a tripping hazard | |
| Work-related Storage | <ul style="list-style-type: none"> Storage shelves or filing cabinets are not overloaded, and/or anchored when necessary to avoid toppling Store heavy work-related items between waist and chest height | |
| Emergency | <ul style="list-style-type: none"> Emergency phone numbers are easily retrieved Suitable first aid supplies are available Operational smoke alarm installed | |
| Sedentary Work | <ul style="list-style-type: none"> Adequate rest breaks taken and postural variation every 30 minutes Change posture regularly by stretching, standing, walking and gently mobilising your body | |
| Psychosocial Hazards | <ul style="list-style-type: none"> Establish clear work start and finish times to maintain work-life balance Communicate regularly with colleagues via online or telephone to minimise social isolation Establish regular meetings with supervisor to discuss work activities, timeframes, schedule, workload, etc. | |
| Children | <ul style="list-style-type: none"> Childcare tasks (such as feeding, nappy changing) should not be performed in the designated workplace area Where possible children should be located in an area beyond the immediate workstation | |
| Information Technology | <ul style="list-style-type: none"> Consult ITS working remotely webpage to ensure required systems and programs are accessible and work properly while working from home | |

Workstation Set up ✓

Ergonomics Apply the [Computer Workstation Self-assessment Tool](#) to the home workstation to minimise risk of musculoskeletal disorders.

Optimal workstation set-up



- Chair has adjustable seat height and backrest, with a stable 5-star castor base
- Chair adjusted so elbows aligned to desk height (90 degree elbow angle)
- Backrest adjusted to support lower back
- Feet fully supported on floor or footrest
- Monitor(s) an arm's length away
- Position the top of monitor(s) at eye level
- Hands and fingers are relaxed with wrists straight while using keyboard and mouse
- Head is neutral, chin parallel to floor
- Desk size supports equipment without restricting working postures.
 - Australian Standards (4442:2018) recommends:
 - minimum desk size: 1200mm length x 700mm depth
 - desk surface thickness: <33mm
 - seated desk height: between 690-720mm
- Adequate leg and knee space under desk
- When working from a laptop, use external monitor, keyboard and mouse
- Raise laptop screen to align to seated eye height

Photographs of workstation

Provide photos while using workstation in usual working posture.

| | | | |
|-----------------------------|--|-----------------------------|--|
| Chair | | Power board | |
| Side view (working at desk) | | Back view (working at desk) | |
| other | | other | |



| Worker Declaration | | | |
|--|--|-------|--|
| The information I have provided in completing this checklist is an accurate reflection of my home workstation environment. | | | |
| I agree to inform my Supervisor if any discomfort develops that may be associated with my home computer workstation and report it in UQSafe . | | | |
| I agree to reassess my home workstation following any changes to location, equipment or workstation set-up and provide an updated checklist and photos to Workday. | | | |
| Name and signature: | | Date: | |

Upload this form and attach to your Flexible Work Arrangement application in Workday.

References:

- PPL 5.55.07 Flexible Work Arrangements
<https://ppl.app.uq.edu.au/content/5.55.07-flexible-working-arrangements>

Contact your local [WHSC](#) or HSW Division if you require assistance

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