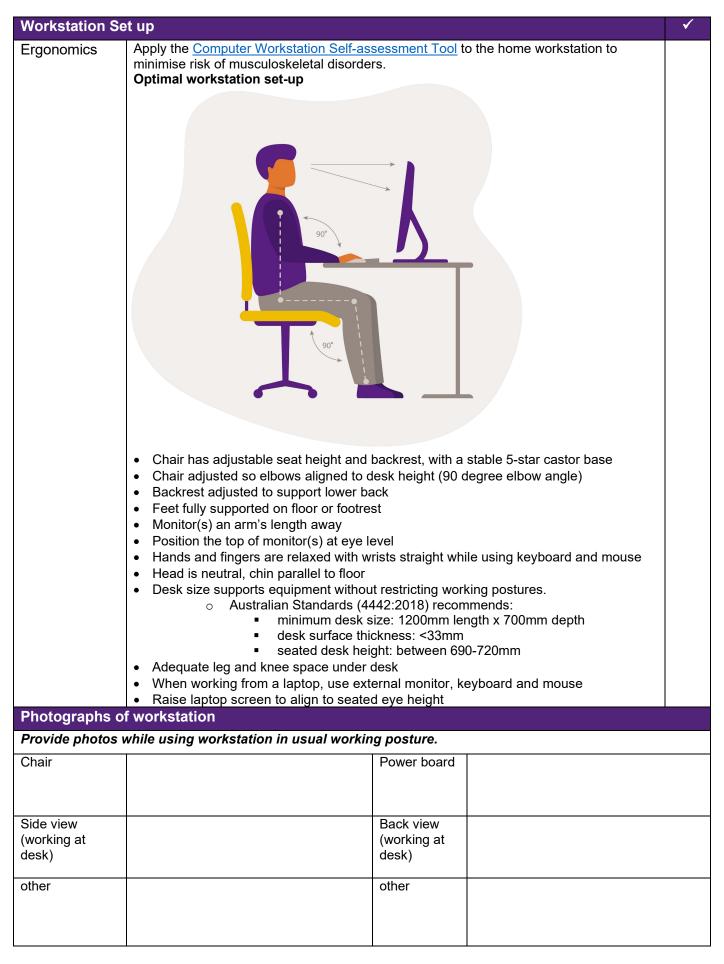


## Working from Home – Work Area Self-Assessment

Worker Name			Assessment Date		
Proposed Working from Home Schedule Workstation Address/Location		Number of weeks:	Number of days/week:	Number of hours/day:	
lotes:					
		on complies with require			
Workstation E			orkstation does not meet r	equirement or unsure.	
Floor space			o facilitate safe use of works	station	
Lighting	Lighting levels comfortable for tasks, absence of glare				
Noise	<ul> <li>Noise levels acceptable</li> <li>Absence of distracting noise, workstation separated from any loud equipment or appliances, noise levels minimised as much as possible</li> </ul>				
Ventilation	Adequate ventilation and comfortable thermal environment (temperature, humidity)				
Electrical safety	<ul> <li>Safety switch/RCD installed on power circuit equipment will be plugged into</li> <li>Electrical equipment in good condition; no frayed cords</li> <li>No double adaptors or piggyback extension leads</li> <li>Individual switches on power boards</li> <li>Adequate electrical equipment ventilation</li> </ul>				
Slips / Trips	<ul> <li>Floor surface appropriate, non-slip</li> <li>Ensure rugs, cables, loose items don't pose a tripping hazard</li> </ul>				
Work-related Storage	<ul> <li>Storage shelves or filing cabinets are not overloaded, and/or anchored when necessary to avoid toppling</li> <li>Store heavy work-related items between waist and chest height</li> </ul>				
Emergency	<ul> <li>Emergency phone numbers are easily retrieved</li> <li>Suitable first aid supplies are available</li> <li>Operational smoke alarm installed</li> </ul>				
Sedentary Work	<ul> <li>Adequate rest breaks taken and postural variation every 30 minutes</li> <li>Change posture regularly by stretching, standing, walking and gently mobilising your body</li> </ul>				
Psychosocial Hazards	<ul> <li>Establish clear work start and finish times to maintain work-life balance</li> <li>Communicate regularly with colleagues via online or telephone to minimise social isolation</li> <li>Establish regular meetings with supervisor to discuss work activities, timeframes, schedule, workload, etc.</li> </ul>				
Children	<ul> <li>Childcare tasks (such as feeding, nappy changing) should not be performed in the designated workplace area</li> <li>Where possible children should be located in an area beyond the immediate workstation</li> </ul>				
Information Technology	Consult <u>ITS working remotely</u> webpage to ensure required systems and programs are accessible and work properly while working from home				







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 <u>UQSafe</u> .							
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.							
	Date:						
וא ריי ריי	ave provided in completing this checklist is y Supervisor if any discomfort develops that port it in <u>UQSafe</u> . my home workstation following any chang ated checklist and photos to Workday.	ave provided in completing this checklist is an accurate reflection of any discomfort develops that may be associble to the temperature of the second statement of the second	ave provided in completing this checklist is an accurate reflection of my home workstation y Supervisor if any discomfort develops that may be associated with my home computer port it in <u>UQSafe</u> . my home workstation following any changes to location, equipment or workstation set-up ated checklist and photos to Workday.				

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

## **References:**

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