



Home Office Inspection Checklist

Staff Members Name:		
Proposed Telecommuting Schedule:	Number of weeks:	Number of days/week:
Workstation Address/Location:		
Assessment Date:		

* Photographs of the home office workstation should accompany this checklist and sent to the local WHSC for review and advice.

Workstation environment / hazards to be assessed and controlled	v / X
Sufficient floor space ○ <i>At least 2.3 square meters of free floor space in the users area is recommended</i>	
Lighting ○ <i>Lighting levels adequate for tasks, absence of glare</i>	
Noise levels acceptable ○ <i>Absence of distracting noise, workstation separated from any loud equipment or appliances, noise levels minimised as much as possible</i>	
Adequate ventilation and comfortable thermal environment ○ <i>Temperature, humidity</i>	
Electrical safety ○ <i>Safety switch installed and/or RCD protection</i> ○ <i>Electrical equipment in good condition; No frayed cords</i> ○ <i>No double adaptors or piggyback extension leads; Individual switches on power boards</i> ○ <i>Adequate electrical equipment ventilation</i>	
Floors / Slips / Trips ○ <i>Floor surface appropriate, non-slip</i> ○ <i>Slow rolling castors for seating on tiled, timber or vinyl floor surfaces</i> ○ <i>Ensure rugs and cables don't pose a tripping hazard</i>	
Storage ○ <i>Ensure storage shelves or filing cabinets are not overloaded, and/or anchored when necessary</i> ○ <i>Store heaviest items on low shelves or drawers</i>	
Emergency ○ <i>Emergency phone numbers located near phone</i> ○ <i>Suitable first aid supplies</i> ○ <i>Fire protection equipment / Smoke alarm installed</i>	
Adequate rest breaks and postural variation every 30 minutes ○ <i>Change posture regularly by stretching, standing, walking and gently mobilising your body</i>	
Children ○ <i>Childcare tasks (such as feeding, nappy changing) should not be performed in the designated workplace area. Where ever possible children should be located in an area beyond the immediate workplace.</i> ○ <i>Control potential risks such as heavy objects falling from the desk top (e.g. a child pulling a computer screen downward), sharps (scissors, staplers), electrical hazards (power points, metal objects, water).</i>	



Workstation Desk	v / X
Suitable desk <ul style="list-style-type: none"> ○ Recommended minimum desk size: 1200mm length x 800mm depth ○ Recommended desk surface thickness: 25-32mm ○ Recommended seated desk height: between 690-720mm 	
For a seated workstation, ensure feet are flat on the floor (or on a foot rest) and that worker can use keyboard with forearms at right angles, and comfortably supported on the desk	
For a standing workstation, ensure appropriate height/design for user	
Workstation Chair	v / X
Chair adjustable, comfortable, in good condition, with a stable 5 star castor base	
Chair height and backrest adjustable. Forearms at about 90° angle and comfortably resting/supported on desk, thighs at about a 90° angle, lumbar support positioned at lumbar level, and backrest at a comfortable angle to provide effective postural support for user	
Chair able to be positioned close enough to the desk to obtain comfortable forearm support on the desk, and effective back support from the chair e.g. ensure chair armrests (if exist) do not inhibit positioning	
Computer Monitor/s	v / X
Monitor/s able to be positioned and adjusted (e.g. height, angle, location and brightness/contrast settings) to ensure comfortable, sharp, clear and glare free viewing	
Purchase of Seating and Office Furniture	v / X
If new seating is required, it should be purchased from the Property and Facilities Furniture Section to ensure compliance with relevant Australian Standards http://www.pf.uq.edu.au/furniture.html	
The UQ Selection and Purchase of Seating and Furniture Policy and Procedures should be applied to ensure furniture is compliant.	
Computer Workstation: Design & Adjustment	v / X
Ensure the principles of the UQ Computer Workstation Design and Adjustment Guideline (and associated self-assessment checklist) are applied to ensure office workstations are ergonomically compliant, optimally designed and appropriately adjusted to prevent injury associated with tasks performed.	
Corrective Actions Required / Additional Comments / Other Considerations	

References:

- PPL 5.55.11 Telecommuting
<https://ppl.app.uq.edu.au/content/5.55.11-telecommuting>
- PPL 2.50.03 Computer Workstations Design and Adjustment
<https://ppl.app.uq.edu.au/content/2.50.03-computer-workstations-design-and-adjustment>