

# WORK FROM HOME CHECKLIST



In providing you with the opportunity to work remotely, the Company is demonstrating a degree of trust that everything will operate as business as usual. It is important to note that you have an obligation to do the right thing without direct supervision, continuing similar practices as normally expected by the Company.

All usual employee responsibilities from the workplace continue to apply, such as obeying lawful directions and working to the best of your ability.

The following checklist has been developed to help implement a smooth transition from onsite to remote work. We encourage you to complete and practise this checklist to the best of your ability.

Part A consists of essentials that you, as an employee will need to consider and implement when transitioning to remote work. Please discuss all of the below with your Leader.

Please complete this checklist with your Leader on your first day of working remotely.

PART A - GENERAL DETAILS			
Employee Name:		Date:	
Department:		Contact Number:	
Home Address:			
Leader Name:			

PART A - ESSENTIALS TO BEGIN REMOTE WORK	
Criteria	Requirements
Fast, Reliable, and Secure Internet	<ul style="list-style-type: none"><li>• Ensure you have a fast and secure internet while working remotely. A speed test should be completed.</li><li>• If possible, you may request the employer to set up a VPN for security.</li></ul>
Workplace Environment	<ul style="list-style-type: none"><li>• Ensure you set a quiet space with good lighting and the ability to focus.</li><li>• Ensure you have used the Ergonomic Set Up checklist (see Part C) that is provided by your employer to maintain a safe working environment.</li><li>• If you will use a laptop - consider investing in a laptop stand, a separate keyboard and mouse.</li></ul>



# WORK FROM HOME CHECKLIST

Gadgets and Tools	<ul style="list-style-type: none"><li>• Ensure adequate gadgets are readily available.</li><li>• E.g., earphones or noise cancelling headphones while on a call or video conference.</li></ul>
Clear Communication Protocols with Team	<ul style="list-style-type: none"><li>• Ensure your Employer has established a set communication protocol so you have a certain guideline to follow when communicating with fellow team members, clients and leaders.</li><li>• E.g., When is it appropriate for you to video call instead of just a text over messaging system or a phone?</li></ul>
Establish Boundaries with Families	<ul style="list-style-type: none"><li>• Ensure you have identified boundaries with family when working from home as well as a work - life balance.</li><li>• E.g. Families must know and understand you are "out of reach" if you are at your desk or with your headphones on so you can focus and not get easily distracted unless it is an emergency.</li><li>• It is highly recommended to do some sort of small activity, finish at a certain time, or even exercise to help disconnect yourself at the end of your work day - because you can easily overwork due to the lack of fine lines in terms of working hours (depending on your Company/Employer).</li></ul>

## PART B - DAY TO DAY REMOTE WORK

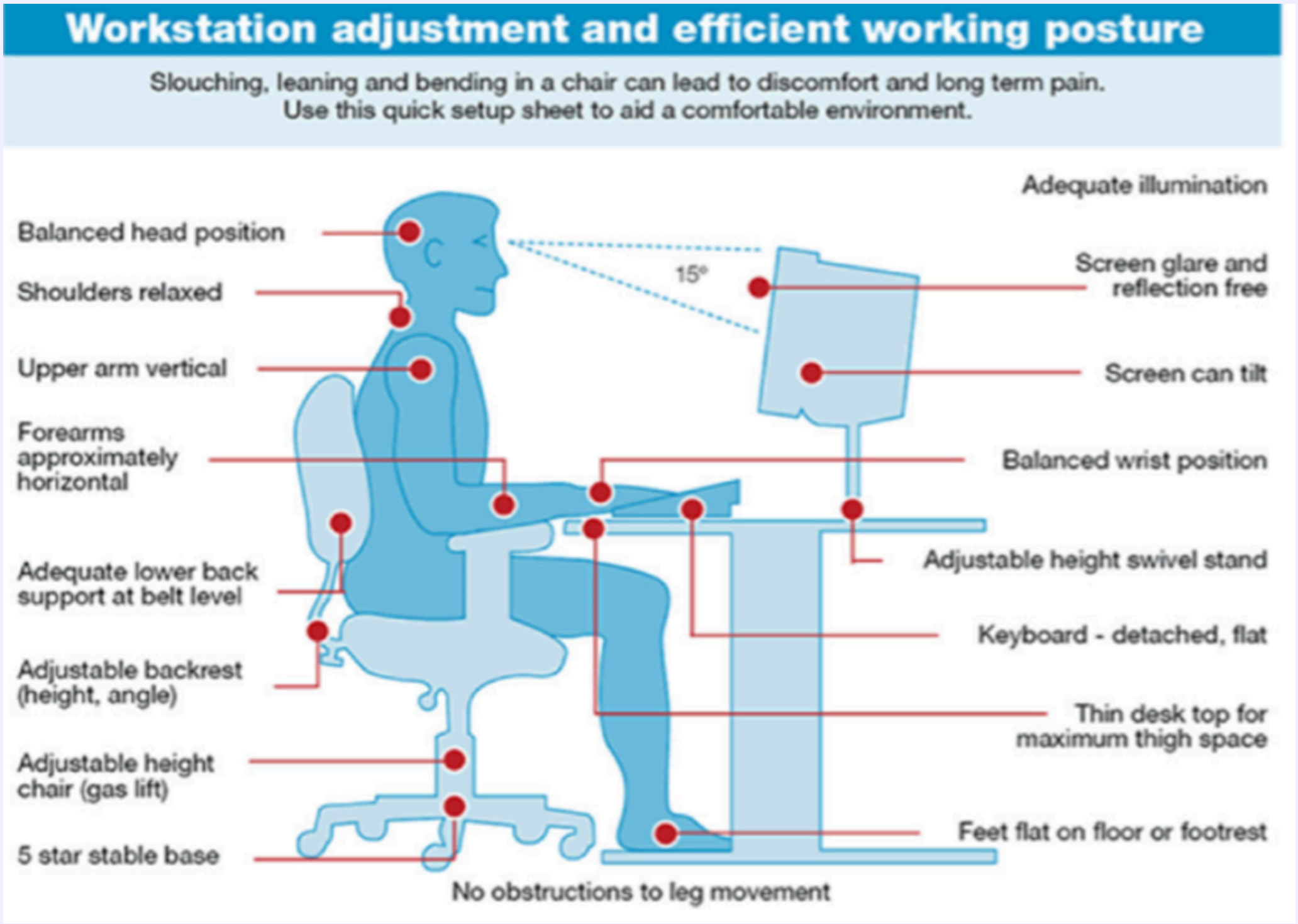
Criteria	Requirements
Dress Comfortably	<ul style="list-style-type: none"><li>• Ensure you are dressed well to feel like you are going to work (remotely) and you look presentable during video calls with your team/or clients.</li></ul>
Follow a Work Schedule & Routine	<ul style="list-style-type: none"><li>• Ensure you establish a work routine. It may take some time to ease into it, but you can start off with specific working hours to avoid overworking (e.g. same hours when working onsite)</li><li>• Remote working can be difficult to disconnect at the end of the day; hence it is critical to establish a routine and certain times to take breaks in between.</li></ul>
Clear and Frequent Communication with Team. STAY CONNECTED.	<ul style="list-style-type: none"><li>• Ensure you, your team, and Leader establish set communication protocol so you have a certain guideline to follow when communicating and a rhythm for working.</li><li>• It is easy to lose contact. Check in with immediate colleagues and team regularly throughout the day or week.</li></ul>



# WORK FROM HOME CHECKLIST

Keep High Productivity	<ul style="list-style-type: none"><li>It is vital to maintain high productivity in a remote working environment. To avoid procrastination and distractions, it is recommended to:<ul style="list-style-type: none"><li>Disable social media distractions</li><li>Establish boundaries when working from home with the people you live with.</li><li>Follow a time management method: period of solid work followed by regular breaks.</li></ul></li></ul>
------------------------	---

PART C - ERGONOMIC SELF ASSESSMENT CHECKLIST			
The Office Chair	Yes	No	N/A
Can the height, seat and back of the chair be adjusted to achieve the posture outlined below?			
Are your feet fully supported by the floor when you are seated?			
Does your chair provide support for your lower back?			
When your back is supported, are you able to sit without feeling pressure from the chair seat on the back of your knees?			
Do your armrests allow you to get close to your workstation?			





# WORK FROM HOME CHECKLIST

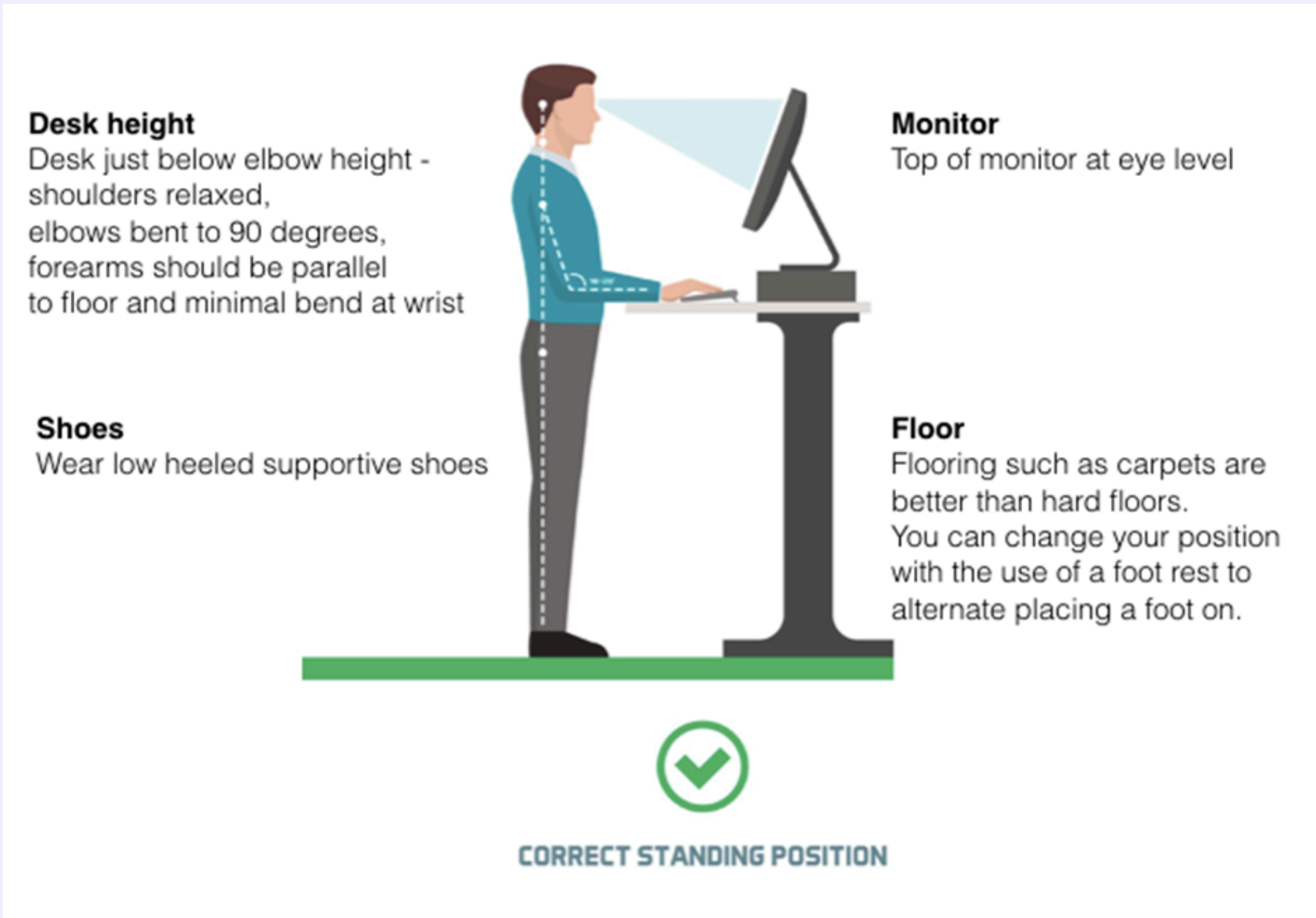
Keyboard and Mouse	Yes	No	N/A
Are your keyboard, mouse and work surface at your elbow height?			
Are frequently used items within easy reach?			
Is the keyboard close to the front edge of the desk allowing space for the wrist to rest on the desk surface?			
When using your keyboard and mouse, are your wrists straight and your upper arms relaxed? The keyboard should be flat and not propped up on keyboard legs as an angled keyboard may place the wrist in an awkward posture when typing.			
Is your mouse at the same level and as close as possible to your keyboard?			
Is the mouse comfortable to use?			

Work Surface	Yes	No	N/A
Is your monitor positioned directly in front of you?			
Is your monitor positioned at least an arm's length away? Note: the monitor's location is dependent on the size of the monitor, the font, screen resolution and the individual user e.g. vision/use of glasses etc.			
Is your monitor height slightly below eye level?			
Is your monitor and work surface free from glare?			
Do you have appropriate light for reading or writing documents?			
Are frequently used items located within the usual work area and items which are only used occasionally in the occasional work area?			

Standing desk set up	Yes	No	N/A
Is your standing desk at a comfortable height? Hint: Determine the standing desk height, by relaxing your shoulders and bending your elbows to 90 degrees?			
Is your desk height to just below the forearm?			
Is your arm close to your side when using the mouse?			
Is your monitor positioned so that you do not tilt/arch your head back and is positioned approximately arm's length away from you?			
Is the top of the screen at your eye height or lower?			



# WORK FROM HOME CHECKLIST



**Current guidelines for standing desk use:**

- Initially build up from 20-25 mins of standing per hour, to standing and moving for a total of four hours spread over the day (pro rata for part time hours)
- Consider the type of footwear worn. Low heel is preferable.
- Anti-fatigue mats are not needed if you have carpet, they can be a trip hazard and heavy to move. If you require one look for one that is lightweight and easy to move.
- Use a footstool to alternate weight bearing while standing

Reference [Sit to Stand desks \(healthandbalance.com.au\)](http://healthandbalance.com.au)

PART D - SAFETY INSPECTION			
Workplace Environment	Yes	No	N/A
Is the the floor space free from tripping hazards?			
Does the designated work space have appropriate lighting?			
Are all exit routes from your designated work space to a safe outdoor location free from obstructions?			
Is all electrical equipment in good condition - no double adapters or piggy back or extension leads or power boards?			
Have all steps, mats, floor surfaces have been checked for slip/trip hazards and rectified?			
Are adequate first aid products readily available within the home/work space?			



# WORK FROM HOME CHECKLIST



PART D - DECLARATION & AUTHORISATION					
EMPLOYEE					
I have read this checklist and have agreed to take all reasonable measures and suggestions to ensure a successful transition into remote working.					
Name		Signature		Date	
EMPLOYER					
Name		Signature		Date	

