

Working from Home – Work Health and Safety Checklist

Staff member's name:	
Faculty/School/Division:	
Immediate supervisor's name:	

General Information

Description of work to be done from home		
Average number of hours/day sitting at desk		
Any existing injuries/concerns		

	Yes/No	Comment/Action Required
Chair (see diagram overleaf for guidance)		
Chair – adjustable to get correct height, back rest adjustable to get lumbar support, seat size supports legs.		
Feet flat on floor or foot rest used.		
Posture advice – can you obtain comfortable sitting position with back supported & arms at correct height.		
Chair has 5 star base for stability.		
Desk		
Suitable height, size – see position of arms in picture overleaf.		
Sufficient space on desk for equipment required for the task eg document holder, printer, phone.		
Sufficient leg space under desk.		
Computer screen (PC)		
Height – top of screen is approximately at eye level.		
Minimise glare – screen angled away from window.		
Screen directly in front of you and about an arm's length away.		
Document holder used for hard copy documents.		

Laptop computer		
Do you have a Docking Station or other suitable set-up so that top of screen is approximately at eye level?		
External keyboard and mouse available if laptop used > 1 hour at a time.		
Keyboard and mouse		
Keyboard positioned directly in front of you.		
Mouse next to keyboard – easy access, arm in close (no stretching required).		
Hand/arm position correct height and comfortable.		
Work environment		
Walk-ways clear of clutter and trip hazards (eg trailing electrical cords, boxes, pets, rugs, etc).		
Work area is segregated from other hazards in the home eg hot cooking surfaces in the kitchen.		
Path to exit is reasonably direct, free from trip hazards and not obstructed, to allow easy exit in case of fire.		
Light – work easy to see and the light is comfortable for your eyes; eliminate glare.		
Noise - minimal distracting/disruptive noises.		
Temperature – comfortable range for working.		
Smoke detectors are installed, working and properly maintained.		
Electrical safety		
Safe and neat storage of cords/cables/phone lines.		
RCD, power boards with safety switch present / in use.		
Wellbeing		
Take regular postural/stretching breaks to reduce intense periods of repetitive movement. Work no longer than 5 hours without an unpaid meal break of no less than 30 minutes.		
Stretch regularly (every 30 - 40 min).		
Comments		

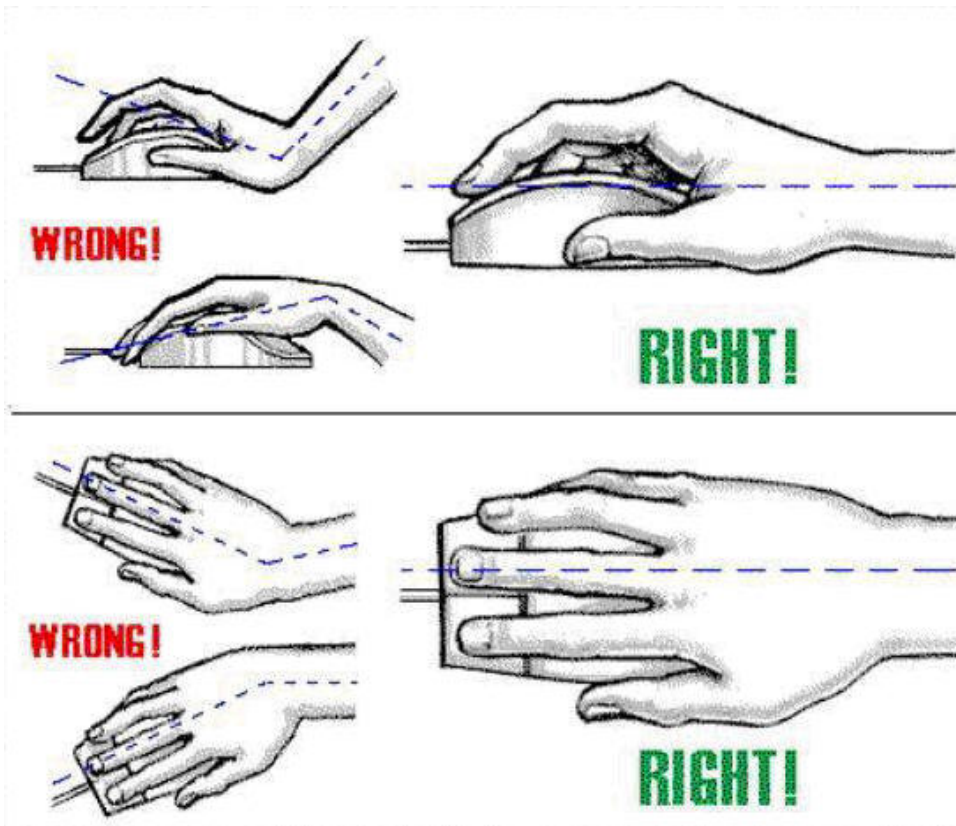
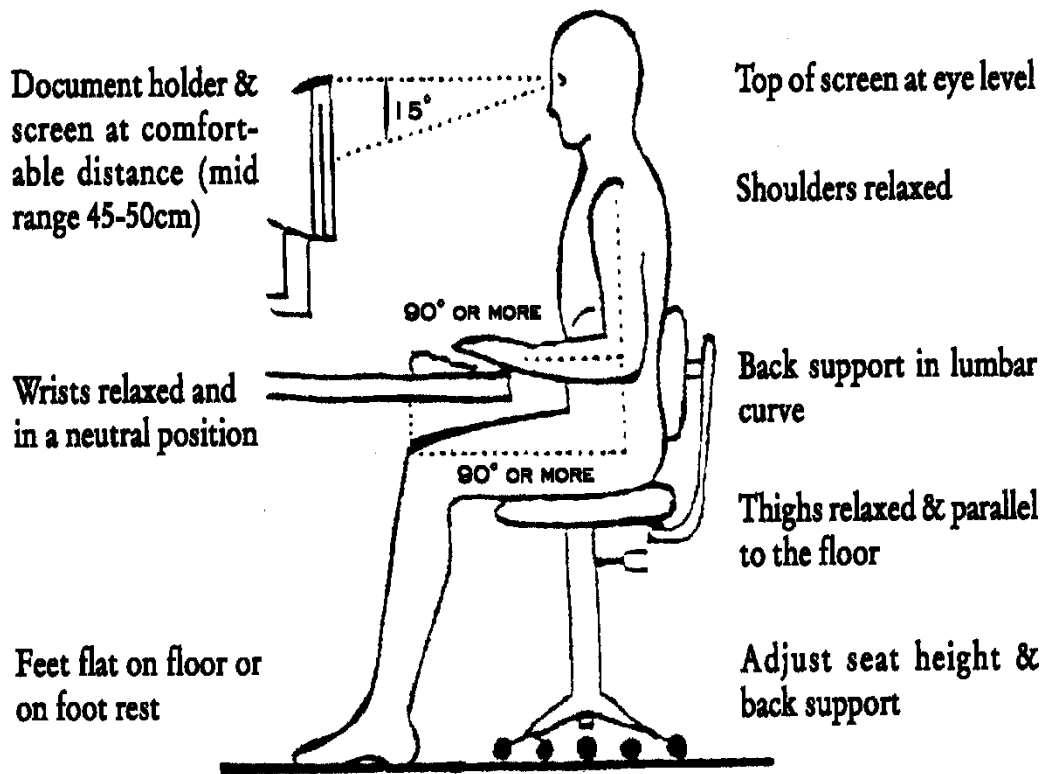
Staff member _____

Signature _____

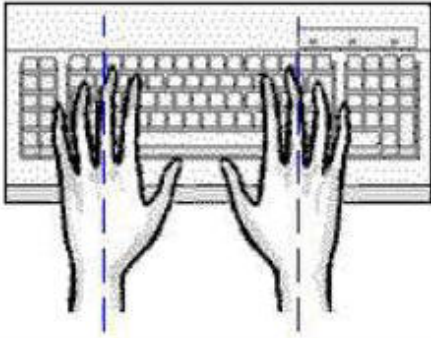
Date _____

Please forward a copy of this completed checklist to the University WHS Unit (WHS@flinders.edu.au).

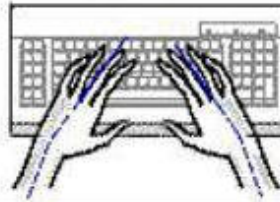
Example of Correct Seating and Equipment position for Computing



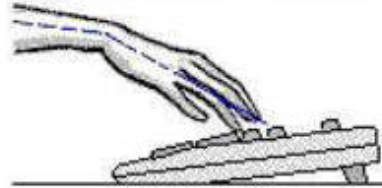
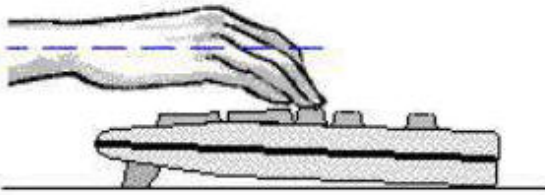
RIGHT!



WRONG!



RIGHT!



WRONG!

