

## WHS Checklist for Home (or off campus) Workstations for working from home (or another location)

*Working from home (or another location) is an example of the university's flexible working arrangements and is a change to the way you work. You and your supervisor should read the [Working Flexibly @ ACU Guides for Staff and Supervisors](#) to understand responsibilities when performing work duties from home or another location. All flexible work arrangements require approval of your Supervisor.*

Working from home or other location agreements will start with a conversation between a supervisor and staff member to support flexibility whilst also considering business needs. The checklist below is for information only. You will complete this as part of the application for flexible working arrangements in Staff Connect if you are applying to work from home or another location.

*Note: working from a location somewhere other than your home address as recorded in Staff Connect and in a different state or territory or country requires a higher level approval than the supervisor, depending on the location.*

WHS at ACU
Have you read the <a href="#">Working Efficiently and Safely – Workstation Ergonomics</a> document Working Efficiently and Safely guide, and are committed to applying these principles at home and keep a copy with you at home for reference?
Are you aware that while working in or off campus, you should report any incident, injury or near miss via <a href="#">riskware</a> ?
Are you aware of your <a href="#">workers compensation</a> options should you require them? (in the event that you are injured during a work activity)
You are responsible for the supply and maintenance of home office equipment. Access to University IT systems is requested via <a href="#">Service Central</a> . You will need to ensure you have enrolled your device in <a href="#">Microsoft Authenticator App</a> .
You have reviewed and accessed available <a href="#">ACU WHS Tools</a> .
Will you be working at a location other than your home address (as advised to the university)? If yes, please provide details in the <a href="#">Flexible Work Arrangement Request</a> .
Is your desk workspace large enough and configured to enable you to keep your arms close to your body and work in a relaxed, neutral posture during keyboard/mouse use?
Is the computer screen placed directly in front of you?
If you are using two or more screens: have you consulted the <a href="#">Working Efficiently and Safety guide</a> about configuring these screens in an ergonomic way?
Will you ensure that regularly used items and references documents will be placed close to screen?
Selecting an Appropriate Chair and Maintaining Good Postures
Does your chair have adequate padding and provide adequate lumbar support?
Do the armrests of the chair (if relevant) provide enough support so that your shoulders and arms are not elevated, relaxed and close to your body (so that you can move freely)?
Are you able to adjust your backrest height so that your lower back is supported by the curved part of the backrest and backrest angle so that there is a 90° angle at the hip/thigh junction?
Once you have adjusted the seat height for elbow height (the underside of your elbow is approximately at the height of your desktop)
Are your feet fully supported on the floor or on a footrest, and are your thighs approximately parallel to the floor?
Are you able to sit comfortably in your chair without feeling pressure from the chair seat on either the back of your thighs or behind your knees?
Computer Screen
Is the screen at a reading distance that enables you to sit close to the desk edge in an upright posture? Is the monitor at approximately an arms' length away from you?
Is the top of your computer screen about 15° below eye level, and is the screen able to be tilted slightly upwards to mirror gaze angle?
If you are using 2 or more monitors, are they positioned to minimise excessive head/neck/body twisting (positioned centrally, with a same gap between monitors, if both monitors are used equally)?
<b>Note: Wearers of bi-focal/ multi focal lenses will position their screens lower</b>
Is there adequate space to use the keyboard in front of the screen?
Are you able to adjust your computer monitor (in relation to lights/windows; brightness/contrast settings) to ensure sharp, clear and glare free viewing?
Using your mouse safely
Is the mouse on the same height surface as the keyboard?
Will you avoid winging your wrists and hands whenever you use the mouse or keyboard?
Optimising your indoor environment

Does your workspace allow for entry/exit without the risk to health and safety both in normal circumstances and in emergency?
Is there adequate lighting for the tasks being performed?
Can glare be controlled by window coverings?
Is the room temperature comfortable (with appropriate heating and cooling)?
Is there minimal distracting or disruptive noises to facilitate productive working conditions?
<b>Maintaining a safe work area</b>
Are doorways, passages, walkways, steps etc. kept clear for easy access and egress of people and materials?
Are sufficient power points, internet ports, phone connections and electrical cords available and of sufficient length and undamaged (not frayed) to ensure that your equipment and workstation accessories can be positioned optimally and free from potential trip hazards?
Are floors free of trip hazards? Is the workspace kept tidy and uncluttered and free from objects from a height or walk into?
Are there any other risks to your personal safety (e.g. from other people, or animals) at your work from home location?
Has your smoke alarm been tested in the last twelve months?
<b>Managing electrical risks</b>
Are you confident that your power outlets are not overloaded?
<b>Ideally you would have</b>
Purchased enough bandages and other first aid supplies in preparation of a possible emergency.
Arranged for electrical items to be tested and tagged.
A footrest, if required.
Explored the software alternatives to typing.
Ergonomic, fully adjustable chair: ideally with a 5-star base (wheels).
A separate keyboard and mouse, or a laptop stand.
A document holder that enables you to work without having to bend or twist your neck/head excessively to view them if you regularly view hard copy documents during computer work.
A hands-free function or telephone headset.