



29.2 Working from Home Checklist

Employed staff of Scouts NSW should perform a self-assessment of their home or other remote workspace. Reference: HR Policy PRO18 Flexible Working.

Name:	Date:
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Lighting

- Level of illumination and location of lighting fixtures are suited to the activity.

Note: lighting level should be sufficient for visual tasks to be completed without eye strain. Natural and artificial light sources should not create glare via reflection on the computer screen or working surface.

Electrical

- Power outlets are not overloaded with double adapters and power boards
- Power boards and cords appear in good condition – no visual damage such as discolouration, evidence of charring, fraying, melting, or separation from plug.
- Home and / or power board is fitted with Residual Current Device (RCD)
- Electrical equipment is separated from water sources

Atmosphere

- Sufficient ventilation
- Thermal comfort, regardless of season

Security

- Security is sufficient to discourage unauthorised entry by intruders
- A 'call-in' procedure has been established to periodically confirm with the Association that the home worker has not been injured

WORKSTATION CHARACTERISTICS

Manual handling / transporting items

- Use trolley to move heavier items if available, and use correct lifting technique

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- If carrying items in car, ensure they are secured appropriately and do not obstruct driver's vision. Do not place loose items onto the back seat or in an unsecured cargo area.

Location

- The work area is segregated from other hazards in the home, e.g. hot cooking surfaces in the kitchen
- Location, height and other physical characteristics of the furniture and computer are suited to the task and take into consideration factors such as egress routes, direction of light source

Chair

- Seat height is adjusted so that arms and forearms are at right angles or slightly greater and forearms and hands form straight lines when resting on the keyboard
- Feet are flat on the floor or on a footrest so that knees are bent at right angles and thighs are horizontal to the floor
- Seat back is adjusted to support the lumbar curve of the lower back
- Seat pan tilt is adjusted so that hips and tops of thighs are at right angles
- Armrests are out of the way while typing (but may provide support during other activities, i.e. phone use, meetings, etc.)

Scouts NSW [*H-S Form 29.1 Workstation Ergonomic Self-Assessment Checklist*](#) provides a more detailed guide to workstation set up.

Keyboard and Mouse

- Keyboard-to-user distance allows user to relax shoulders with elbows hanging close to the body
- Keyboard position is flat
- Mouse is directly next to the keyboard
- Mouse is on the same level as the keyboard
- Mouse pad is used

Monitor

- Monitor height is adjusted so that the top of the screen is at or slightly lower than eye level
- Viewing distance is approximately an arm's distance away (350mm – 750mm)
- Monitor and keyboard are placed directly and symmetrically in front of user
- Monitor is positioned to avoid glare (perpendicular to window or strong light source)

Trip hazards

- Power cords are managed so as not to be a trip hazard

- Pets are controlled so as not to be a trip hazard
- Items like boxes, folders, papers are stored neatly way from walk ways
- Carpet in good condition
- Clear path way connecting areas such as workspaces, kitchen, bath room, front door and letter box.
- Any in progress renovations or damaged structures do not impact the workspace

WORK BEHAVIOURS AND PRACTICES

- Repetitive actions are not continued for long periods without appropriate breaks
- Breaks involve stretching and changing of posture, and possibly altering activity
- Breaks are taken every 30mins of keyboarding and standing at least once per hour
- Wrists are kept straight and not supported on any surface while typing
- Sitting posture is upright or slightly reclined posture, with slight hollow in lower back
- Long periods of continuous computer use are broken up by other tasks
- Posture is comfortable
- Any hazardous manual tasks are completed using appropriate guidelines (see *Workplace Health & Safety (WHS) Policy* and within the physical capacity of the person)
- The worker's fitness and health are suited to the task being undertaken
- Any special needs to ensure health and safety are accommodated
- Do not RUN

EMERGENCY

Emergency Egress

- Path to exit is reasonably direct
- Path to exit is sufficiently wide, free of clutter, trip hazards and obstructions to allow unimpeded passage

Emergency Equipment

- Basic First-aid supplies are available
- Telephone or other suitable communication devices are readily available to allow effective communication in emergency situations
- Emergency contact numbers and details are known, e.g. '000' for fire, ambulance or police; specific numbers for contacts at the Association
- Serviced fire extinguisher and/or fire blanket is available