

South Bank Corporation Policy

Corporate Services

SUBJECT: Working From Home Policy
DATE CREATED: June 2007
REVIEW DATE: June 2008

Purpose

South Bank Corporation is committed to providing a safe and healthy place of work for all employees and this applies to staff who work from home. The Corporation recognises that from time to time there may be a requirement for staff to work from home to assist with balancing the demands of work and family/personal life.

Working from home arrangements are not to be considered an alternative to child care, carer's leave or sick leave.

Scope

This policy is applicable to all employees of the Corporation who seek to work from home during normal work hours.

Policy – Workplace Health & Safety Act

The *Workplace Health and Safety Act (Qld)* requires the Corporation to protect the health and safety of people at work. This includes people working from home.

In accordance with the *Workplace Health and Safety Act 1995 (Qld)*, and the Corporation's Health and Safety Policy, the Corporation is required to ensure that:

- home workplaces and systems of work are safe, consistent with legislation;
- employees working from home are provided with information to enable them to perform their work safely; and
- all incidents that occur while working from home are investigated.

Approval to Work from Home

The opportunity to work from home is not an entitlement or a right, and can only occur by formal agreement between the Corporation and the employee.

One-off or occasional work from home for a few hours requires approval from their Team Manager in advance. The authorising manager needs to be mindful that duty of care responsibilities still apply. Any request for regular working from home arrangements (i.e. more than 2 days per month) will require CEO approval.

Agreement on working conditions must be reached prior to approval to work from home being granted.

Approval may be granted if:

- the employee's duties can be completed through working from home;
- the work carried out from home does not contravene any local or state government regulations

- hours of work, rest breaks and a suitable work area have been agreed to;
- the employee has sufficient information, experience and training to undertake work safely and with a minimum of assistance and direction.

Procedure for Employees Working from Home

Once approval has been given and prior to commencing the working from home arrangement, an employee must undertake the following where the requirement is of an ongoing rather than 'one-off' nature:

- provide written assurance of having read and understood the requirements of the Working From Home Policy;
- comply with relevant legislative requirements (eg. local council regulations regarding working from home, insurance requirements);
- complete attached checklist and return to HR;
- arrange their own Public Liability insurance;
- confirm that any personal equipment used meets the relevant minimum workplace health and safety requirements by completing the "Private Residence Hazard Inspection Checklist". To ensure that you are aware of what is suitable equipment etc please liaise with the Operations & Safety Officer before completing the checklist.
- ensure that no member of the public is put at risk in the home work area.

Workers' Compensation

Workers' compensation provisions apply to all employees who are injured during the course of their employment. This applies if the employee is undertaking Corporation business whilst working from home, or travelling for work purposes, subject to satisfying legislative requirements.

The usual sources of evidence, such as reporting processes and medical evidence would be sought to determine whether an employee based at home was actually working at the time of an injury.

Attachment: Private Residence Hazard Inspection Checklist



PRIVATE RESIDENCE

HAZARD INSPECTION CHECKLIST

Authorised by:

.....
...

Inspected By

Signature:

Address Inspected:

Date of Inspection:/...../..... Time:AM/PM

No	Items to Check	Y	N	NA	Risk	Comment
1. GENERAL REQUIREMENTS						
1	Is the work area free of trip hazards eg. boxes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2	Is the work area free of risks of slipping hazards eg. slippery floors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3	Are desks and cabinets free from sharp edges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2. DESKS / CHAIRS/ COMPUTERS						
1	Are chairs easily adjusted from a seated position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2	Is the chair in good condition with a 5 star base?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3	Is the seat height adjusted so that the user's thighs are parallel to the floor with feet resting on the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4	Is the backrest height adjusted to fit into the small of the user's back to support the spine?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5	Is the backrest angle adjusted so that the user is sitting upright while keying?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6	The computer monitor so the screen is no higher than the operator's eyes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7	Keyboard placed directly in front of screen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8	Are all items to be used to conduct work are in close proximity to the worker?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		