

Working from Home / Remote Workstation at Home -Self Assessment



This self-assessment needs to be completed upon commencement with the organisation and then annually by the Employee to ensure a safe work environment at their chosen remote work station.

Outdoors Queensland generally does not require staff to work from home and it is usually a choice by the employee, if approved by the Executive Officer and meets the organisation's business requirements.

If there is anything unclear about the checklist, instructions, or requirements, please discuss and resolve with either the Office Manager or Executive Officer.

		Complying? Please Complete	
Work Environment		YES	NO
Designated Work Area	The floor of the work area is level and there is limited use of mats / rugs		
Environmental Conditions	Lighting is adequate for the tasks being performed. Easy to see and comfortable on the eyes		
	Glare and reflection can be controlled		
	Ventilation and room temperature can be controlled, regardless of season		
	There is no excessive noise affecting the work area		
	Walkways are clear of clutter and trip hazards, such as trailing electrical cords.		
	The work area is segregated from other hazards in the home/remote work area, for example, hot cooking surfaces in the kitchen		
	Non smoking environment		
Emergency Exit	Path to the exit is reasonably direct		
	Path to the exit is sufficiently wide and free of obstruction or trip hazards to allow unimpeded passage		
Safety Equipment Checklist	The work area contains a first aid kit		
	The work area contains a fire extinguisher able to be used to extinguish minor fires		
	A smoke detector is installed in / near the work area and is properly maintained		
Security	Security is sufficient to prevent unauthorised entry		
Electrical	All portable equipment (Laptop & Power pack and Mobile Phone USB plug and cable) has been Tested and Tagged and is within date or not more than 5yrs. [New equipment is not required until 5 years old, so just gets added to the next scheduled Tag & Test.]		
	Power outlets are not overloaded with double adapters and power boards		
	Earth leakage circuit protection (RCD) is in place for work related equipment		

Work Environment		YES	NO
	Electrical cords are safely stowed		
	Connectors, plugs and outlet sockets are in safe working order		
	Electrical equipment is free from any obvious external damage		
	There is a power surge protection power board in place to protect equipment		
Work Station Setup			
Work Surface	There is adequate leg space under the workstation		
	A footrest is available if needed		
	From the seated position, the most frequently used items are within easy reach		
	Cables are stowed away		
	There are no sharp contact points on the workstation or the other equipment		
	A communications procedure has been established to ensure regular contact between employee and manager		
	The work area can be secured		
Chair	Seat height, seat tilt, angle and back rest are all adjustable		
	Chair has a stable base (preferably 5 star)		
	Chair moves freely		
	There is adequate lumbar support		
	Chair's padding is adequate 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		
	Seat back is adjusted to support the lumbar curve of the lower back		
	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		
	If there are arm rests, they can be stowed whilst typing, but may be utilised to provide support during other activities		
	Mechanism for lifting and dropping should be safe, so that for example fingers cannot be caught in the mechanism, or the whole standup desk cannot drop from the surface underneath		
	Height of the standup desk is adjustable		
	Height of the standup desk 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		
	Mat with angled edges, to avoid tripping, may be used if the standing surface is hard		



		YES	NO
Keyboard and Mouse	Keyboard to user distance allows user to relax shoulders with elbows close to the body		
	Keyboard position is flat		
	Mouse is placed directly next to the keyboard		
	Mouse is at the same level as the keyboard		
Monitor	Monitor height is adjusted so the top of the screen is at, or slightly lower, than eye level (may need to be lower where bifocals are used)		
	Viewing distance is between 350mm – 750mm		
	Monitor and keyboard are placed directly and symmetri-cally in front of user		
	Monitor is positioned to avoid glare, i.e. perpendicular to window or other strong light source		
Nature of Tasks			
Physical Demands of Tasks	Safe posture is adopted (including no slouching sitting down or standing up)		
	Any lifting, pushing or carrying type task is well within physical capacity and safe lifting techniques are used		
Work Practices	Wrists are kept straight and not supported on any surface while typing		
	Sitting posture is upright or slightly reclined, with lower back supported		
	Standing position is upright, without locked knees		
	From seated position the telephone is within easy reach, and either a hand is used to hold the telephone receiver or a headset is worn i.e. no cradling of the receiver between shoulder and ear		
	Long periods of continuous activity are broken by performing other tasks, changing position, standing up and stretching (e.g. every twenty minutes)		
	Repetitive actions are not continued for long periods without appropriate breaks. Short breaks should be taken at least after every 30 minutes of keyboarding, including standing and walking around or stretching for a minute		
Other Factors			
Other	Telephone or other communication devices are readily available to allow effective communication in an emergency situation		
	Emergency contact numbers and details are known		
	A process is in place for the prompt reporting of incidents		
Individual Factors	Arrangements are in place for person(s) other than the employee to care for persons dependent on the employee during the employee's ordinary hours of duty		
	The employee's fitness and health is suitable to the tasks to be undertaken		
	Any special needs to ensure health and safety have been advised to the Executive Officer, Manager or Office Manager		

Employee Name	Signature	Date
Employer Name	Signature	Date

