



WORKING FROM HOME CHECKLIST AND GUIDE

To be completed by the employee for Work From Home arrangements

Name of Employee		Date completed:	
Position		Name of Manager	
Address of home-based workplace			
What room will you be working in? e.g. study			

Workplace Assessment

WORK ENVIRONMENT	YES	NO	N/A
Is there adequate lighting (natural and artificial) for the tasks to be performed?			
Is there sufficient ventilation, airflow, temperature around the proposed work area?			
Is there a clear distinction between the designated work area and the rest of the house? <i>Provide image of designated work area. (see page 2)</i>			
Is the work area segregated from hazards in the home, eg hot cooking surfaces in the kitchen			
Does excessive noise affect the work area?			
Have you reviewed the appendix 1 Workstation Set up and Ergonomic document?			
Do you require further assistance in getting a safe, ergonomic setup of your home office?			
Is the designated work area, and walkways, free from any slip, trip and fall hazards?			
EMERGENCIES & FIRST AID	YES	NO	N/A
Is your fitness and health suitable for the tasks to be undertaken?			
Do you have access to first aid supplies?			
Are smoke detectors fitted and operable in your house?			
Are you close to adequate exits in case of fire, or other emergency?			
Is the way to the exit wide and free of obstructions or trip hazards?			
SECURITY	YES	NO	N/A
Can you secure your work, and work equipment?			
ELECTRICAL	YES	NO	N/A
Are power/communications cables adequately protected against damage?			
Are electrical cables to be used during the course of work free from defects?			
Are power points to be used free from defects and not overloaded with appliances i.e. double adapters or power boards (without overload protectors)?			
Does the property have a fitted Residual Current Device (RCD)			
Does the Amana Living equipment have an electrical tag noting when it was last tested?			
CONSULTATION / COMMUNICATION	YES	NO	N/A
Do you know what to do or who to contact in the event that you need to raise any issues, incidents, injuries/illnesses?			



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PHOTO

Please take a photo of your setup and either attach it to the email or paste it here. A photo will help us to spot issues you may have missed in your set up and make suggestions on how you can fix them.

ACTION PLAN

If you have indicated a No response in the assessment above, please detail what actions you will take to rectify the issue/s and discuss them with your manager (adding more lines if/as necessary). Contact the SHAW team if you have any questions.

Action	By Whom	By When	Complete
1.			
2.			
3.			

All actions adequately completed Yes No

EQUIPMENT USED / REQUIRED FOR HOME-BASED WORK

Having assessed your setup, please note down what additional equipment you may require, and arrange time to discuss your needs with your manager.

Type of Equipment

1.
2.
3.

Please return your completed checklist to the Safety, Health, and Wellness team via wellness@amanaliving.com.au.



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WORKSTATION SET-UP

> CHAIR / DESK

- Position the lumbar support in the curve of your lower back.
- Ensure your shoulders are relaxed, elbows bent and forearms supported on the desk.
- Ideally your hip angle should be 90 degrees or greater, and your knees at 90 degrees.
- Your thighs should be supported by seat of the chair with a 2-4cm gap between your knees and the front of the chair.

> FEET

- Keep your feet flat on the floor, or supported by a footrest.

> DOCUMENTS

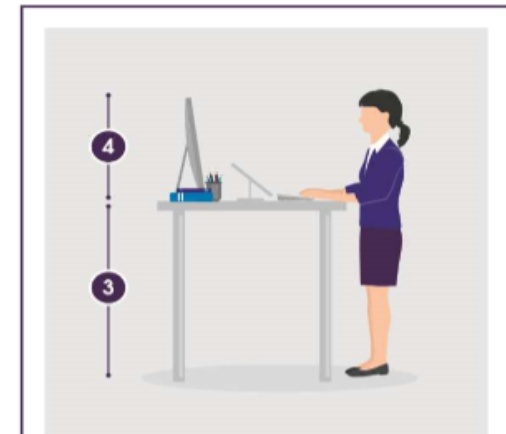
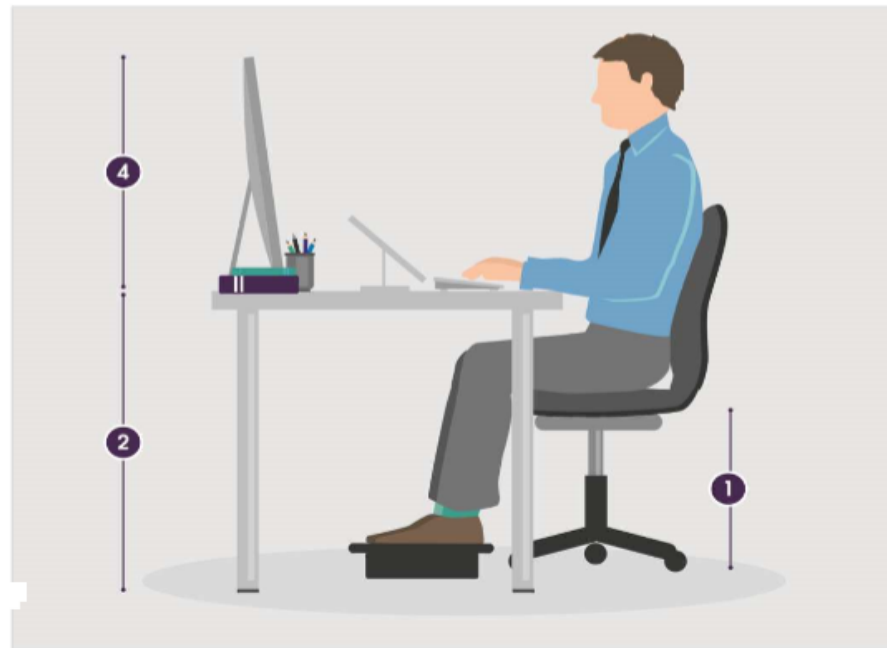
- Place source documents between the keyboard and monitor.

> KEYBOARD / MOUSE

- The distance between the keyboard/mouse and edge of your desk should provide enough space to allow support of your forearms on the desk.
- Keep your keyboard flat (legs down).
- Place your hands and wrists in a neutral position.

> MONITOR

- Place the screen an arm's length away.
- Position your screen (height and angle) so your neck is in a neutral position.
- Ideally your gaze should rest within the top third of the screen.



> STANDING WORKSTATION

- Ensure your shoulders are relaxed, elbows bent and forearms are supported on desk.
- Apply the principles for keyboard, mouse, monitor and document holder as per seated workstation.
- Alternate between seated and standing posture regularly - aim to stand for 20 minutes per hour.
- Shift your weight from time to time to reduce strain on your legs and back.
- Ensure you wear comfortable footwear.



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REACH SECTORS

- Commonly used items should be within a comfortable arm's reach.
- If you need to use anything that's beyond your arm's reach, stand up and move your feet. Avoid leaning and over-reaching.
- Consider rotating the position of regularly used items for variety.



Primary screen



Equal screens

MULTIPLE SCREENS

When using multiple screens:

- If you use a primary screen for most of your work, place the primary screen directly in front of you. The secondary screen should be just offset to the side.
- If you use your screens equally, ensure you are centrally positioned between both screens. Angle the monitors slightly so they form an arc.
- Use screens of the same size where possible.
- Ensure your screen settings are the same (e.g. brightness, contrast).
- Follow the same ergonomic principles for setting up the height and position of your screens.

GENTLE STRETCHES YOU CAN DO AT YOUR DESK

- Take regular stretch breaks throughout the work day.
- Make sure your stretches are gentle and smooth movements.
- Hold each stretch for 5 to 10 seconds.
- If a stretch causes any pain, stop it immediately.



Chin Tuck

Look straight ahead. Move chin backwards with chin parallel to the floor.



Lower Back

Stand up. Support your lower back with both hands and gently arch back.



Shoulder Stretch

Take your ear towards your shoulder. Straighten your opposite arm, take fingers towards the ceiling.



Wrist, Hand and Arms

Interlace fingers, palms outwards, and straighten arms in front.

MOVE MORE

It's important that you take regular opportunities to move your body and vary your posture regularly throughout the work day. This can help prevent fatigue, release muscle tension and improve your overall health and well-being.

Some easy ways to move more include:

- Try standing or walking during meetings.
- Use the stairs instead of the lift.
- Take 'micro-breaks' by getting up every hour to collect printing, use the bathroom, get a drink, or talk to a colleague.
- Set reminders to get up and move more frequently.
- Have lunch away from your desk.
- Every 20 minutes, look at something 20 feet away for at least 20 seconds to prevent eye fatigue.