

Work from Home Checklist

Contact Details

Name

Work from home address

| No. | Item | Yes | No | N/A |
|-----|---|-----|----|-----|
| 1 | Are processes in place to regularly communicate with your manager / supervisor and to consult on health and safety matters? | | | |
| 2 | Is there process to report incidents? | | | |
| 3 | Is there adequate lighting for the work to be performed? | | | |
| 4 | Is your field of vision free of direct reflections from the monitor, keyboard, desk and papers? | | | |
| 5 | Is the room appropriately ventilated? | | | |
| 6 | Is the ambient noise level appropriate for the work? | | | |
| 7 | Does the layout of the work space allow for easy access to your work equipment? | | | |
| 8 | If confidential work is being completed at home, is there suitable and secure storage available? | | | |
| 9 | Are electrical connections in good order and repair? | | | |
| 10 | Is there access to a first aid kit or equipment? | | | |
| 11 | Are your premises secure when working from home? | | | |
| 12 | Is there a smoke detector(s) fitted? | | | |
| 13 | Is housekeeping adequate to prevent trip hazards e.g. from cords, storage, pets and toys? | | | |
| 14 | Are emergency evacuation thoroughfares clear? | | | |
| 15 | Do you rotate tasks as much as possible? | | | |
| 16 | Is your workstation kept clean? | | | |
| 17 | Is your work station appropriately set up for you to work safely? | | | |

More information

If you would like any further information, please email us on: prevent@icare.nsw.gov.au