Working From Home Checklist

Name: Date:

Position:

Location:

This checklist is to be used as a guide only for employees to assess their home workplace environment.

Employees should make themselves aware of workplace health and safety policies and procedures related to working from home established by their employer, including seeking professional assistance for specific issues or concerns. A copy of the checklist should be kept by both the employer and employee.

Work Area and Environment

The employee has a designated area with clear space which enables a full range of movement to work without risk of strain or injury.

Walkways are clear and clutter-free, there are no trip hazards.

Lighting is adequate.

There is appropriate ventilation and room temperature can be controlled.

There is no excessive noise that hinders the work environment.

There is a safe path to an emergency exit

A smoke detector is installed and working.

Power outlets, sockets, connectors, plugs and equipment are in a safe working condition.

There is a first aid kit on hand.

Emergency contact details have been provided to their employer.

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1

Workstation Set Up

Top of monitor at Eye level

Monitor at an arm's length away

Document holder

Back slightly reclined

90°
120° Minimise bend
at wrists

Back rest supporting
lower back

90°
120°

Front of seat not pressing
on back of knees

Adjust chair levers for height, seat & back tilt

Feet resting
on footrest

Chair

- The chair should be fully adjustable including height, tilt, angle and back rest. Best practice chairs should have a five point base to avoid slippage.
- The chair should be adjusted so it supports the lower back and hips and tops of thighs are at right angles.
- The chair should easily slide under the desk and have no arms.

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2

Desk

- The desk should be of appropriate height, at elbow height when seated.
- There should be no clutter under the desk with appropriate room for chair and legs.
- A footrest should be made available if the desk height is not adjustable.
- Feet should be flat on the floor or footrest.
- Frequently used items should be within close distance
- The desk space should have enough room for working without clutter.

Laptop

- The laptop screen is the same height as the user's eyes.
- A separate keyboard and mouse are used with a laptop

Computer

- Monitor height is adjusted so top of the screen is level with, or slightly lower height than eye level.
- Keyboard distance should allow for relaxed shoulders, elbows should be close to the body.
- Keyboard should be lying on a flat surface directly in front of the screen.
- The mouse should be placed directly next to the keyboard.

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3

Remote access

- Remote access to all IT systems have been established
- Access to telephone systems and online meeting software has been installed.
- Regular meeting times have been established.
- Many companies are including socialisation activities during meeting times to assist with employee wellbeing.

Signed by Employee:

Signed by Manager:

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4