

Home Office Health and Safety

Working alone can increase the likelihood of some workplace hazards or risks occurring, and in those cases where incidents do occur, the consequences can be more severe.

To assist in the identification of risks and elimination of hazards for your employees that work alone, or in isolated and remote areas, use this checklist to ensure all risks have been assessed and planned for.



Work Environment

- I have sufficient clear space to have full range of movement required to work without risk of strain or injury.
- There are no trip hazards (e.g. cabling, mats, clutter)

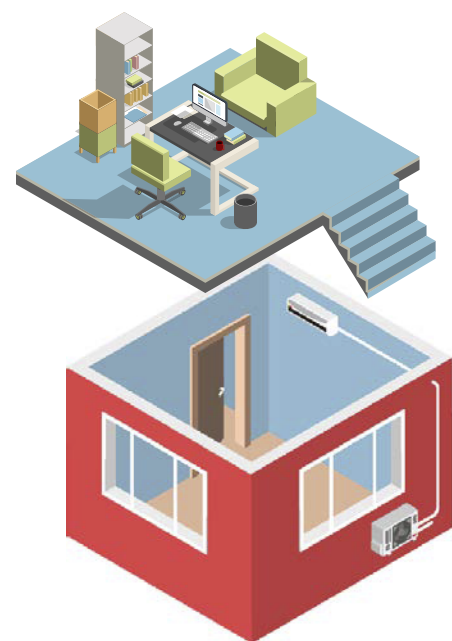
YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>



Environmental Conditions

- Lighting is adequate for the tasks being performed (i.e. easy to see and comfortable on the eyes)
- Glare and reflection can be controlled

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>



- Ventilation and room temperature can be controlled, regardless of season (i.e. I feel comfortable with the room temperature and air flow)
- There is no excessive noise affecting the work area
- Non-smoking environment
- For double storey homes, it is recommended that all work is undertaken on the ground floor or same level where practicable.
 - There are appropriate amenities (e.g. kitchen, bathroom)
 - Stairs (if any) contain a continuous hand rail from top to bottom

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>



Emergency Exit

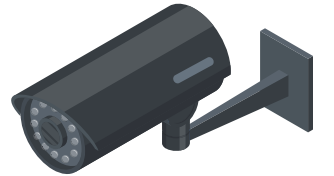
- Path to the exit is reasonably direct
- Path to the exit is sufficiently wide and free of obstructions or trip hazards to allow unimpeded passage

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Security

- Security is sufficient to prevent unauthorised entry by intruders

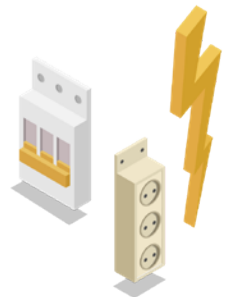
YES	NO
<input type="checkbox"/>	<input type="checkbox"/>



Electrical

- Power outlets are not overloaded with double adapters and power boards
- Earth leakage circuit protection is in place for work related equipment
- Electrical cords are safely stowed
- Connectors, plugs and outlet sockets are in a safe condition
- Electrical equipment is free from any obvious external damage

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>



Workstation Set Up

Work Surface

- The area of the work surface is adequate for the tasks to be performed (i.e. similar work space to that used while the person is at the office)
- A document holder is used if transcribing information from hard copy to computer or if referring to reference material for prolonged periods
- The most frequently used items are within easy reach from the seated position
- There are no sharp contact points on the workstation or other equipment

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

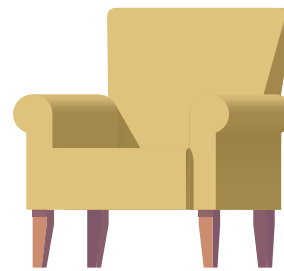


Chair

- The seat height, seat tilt, angle and back rest are all adjustable
- The chair has a 5-point base to ensure stability (does not slip or roll) on the floor
- There is adequate lumbar support and padding
- The chair height is adjusted so that feet are flat on the floor and knees are bent at right angles with thighs parallel to the floor
- The seat back is adjusted to support the lumbar curve of the lower back
- The seat pan tilt is adjusted so that hips and tops of thighs are at right angles or slightly greater
- Chair arms are not present or are low enough to easily clear the desk

YES

NO



Desk

- The desk is at a suitable height
- There is adequate leg room under the desk, and no clutter
- A footrest is available if needed

YES

NO

Keyboard and Mouse

- Keyboard to user distance allows user to relax shoulders with elbows close to the body
- Keyboard position is flat and in front of the screen
- Mouse is placed directly next to the keyboard, fits hand comfortably and works freely
- Mouse is at same level as the keyboard

YES

NO



Monitor

- Monitor height is adjusted so top of the screen is level with or at slightly lower height than eye level (approx. 400mm above the work surface)
- Monitor is approx. arm's length from user
- Monitor is positioned to avoid glare, i.e. perpendicular to window or other strong light source

YES

NO



Laptop (complete if applicable)

- In the event of using a laptop computer:
 - a laptop stand is used to raise the laptop screen such that it is the same height as the user's eyes
 - an external keyboard and mouse is used with the laptop

YES

NO

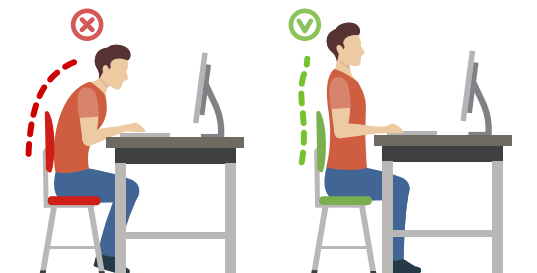
Nature of Tasks

Physical Demands of Tasks

- Safe posture is adopted
- Any lifting, pushing or carrying type task is well within physical capacity (i.e. my work does not involve physically heavy, overly repetitive or demanding tasks)

YES

NO



Work Practices

- Wrists are kept straight and not supported on surface while typing
- Sitting posture is upright or slightly reclined, with lower back supported
- The telephone is within easy reach from the seated position
- Long periods of continuous activity are broken by performing other tasks, changing position, standing up and stretching

YES

NO

