

This checklist provides guidance for workers that are Working from home during the COVID-19 pandemic.

This checklist is **NOT** intended to be used for assessing long term working at home arrangements.

The work environment

- ☐ Check the level of illumination and location of lighting fixtures are suited to the activity. Lighting level should be sufficient for visual tasks to be completed without eye strain. Greater illumination is generally needed for very fine visual tasks. Natural and artificial light sources should not create glare via reflection on the computer screen or working surface.
- ☐ Check there are sufficient levels of ventilation and thermal comfort.
- ☐ Check the location, height and other physical characteristics of furniture and computer/s are suited to the task and take into consideration other factors, for example, egress routes, direction of light source.
- ☐ Check walkways are clear of clutter and trip hazards such as trailing electrical cords.
- ☐ Check there is no damaged flooring (uneven tiles, pulled up carpet) If there is, can you reposition the desk.
- ☐ Check there is suitable storage for documents and books.
- ☐ Where possible, only use equipment that has been issued by your organisation.

Communication

- ☐ Make an agreement about a reasonable communication system between you and your manager (for example, call-in or email morning and night).
- ☐ Inform your manager if there is any change that may impact your health and safety (for example, renovations or moving house).
- ☐ Know how to use teams and share documents. If not, please contact Mitch ASAP.

Work practices

- ☐ You have received the Work Station Set-up brochure from Quickway
- ☐ Check you have a comfortable posture.
- ☐ You have received the Work Break exercises brochure from Quickway
- ☐ Take breaks every 30 minutes of keyboarding and stand at least once per hour. Breaks involve stretching and changing of posture, and possibly alternating activity.
- ☐ Keep wrists upright while typing and make sure they are not supported on any surface while typing.
- ☐ Sitting posture is upright or slightly reclined, maintaining slight hollow in lower back.
- ☐ Use your hand to hold telephone receiver or wear a headset (no cradling).
- ☐ Break up long periods of continuous computer use by performing other tasks.

Mental health

- ☐ Set up your workstation and establish boundaries around your work hours with your partner, children and/or house mates.
- ☐ Schedule regular meetings and catch ups with your manager, team and clients to help you maintain ongoing contact and foster positive working relationships.
- ☐ Stay connected via phone, email and/or online (via your organisation's videoconferencing, instant messaging platforms, etc) to keep you across latest developments with work, your team and organisation.
- ☐ Use outdoor spaces where possible when you take breaks and try to incorporate some exercise or other activity as part of your working day.
- ☐ Play music or listen to the radio to create a harmonious working environment.
- ☐ Identify any potential distractions and put strategies in place to minimise them, for example separating your workstation from the rest of the house.
- ☐ You are aware of the Quickway Employee Assistance Programme

Key Websites

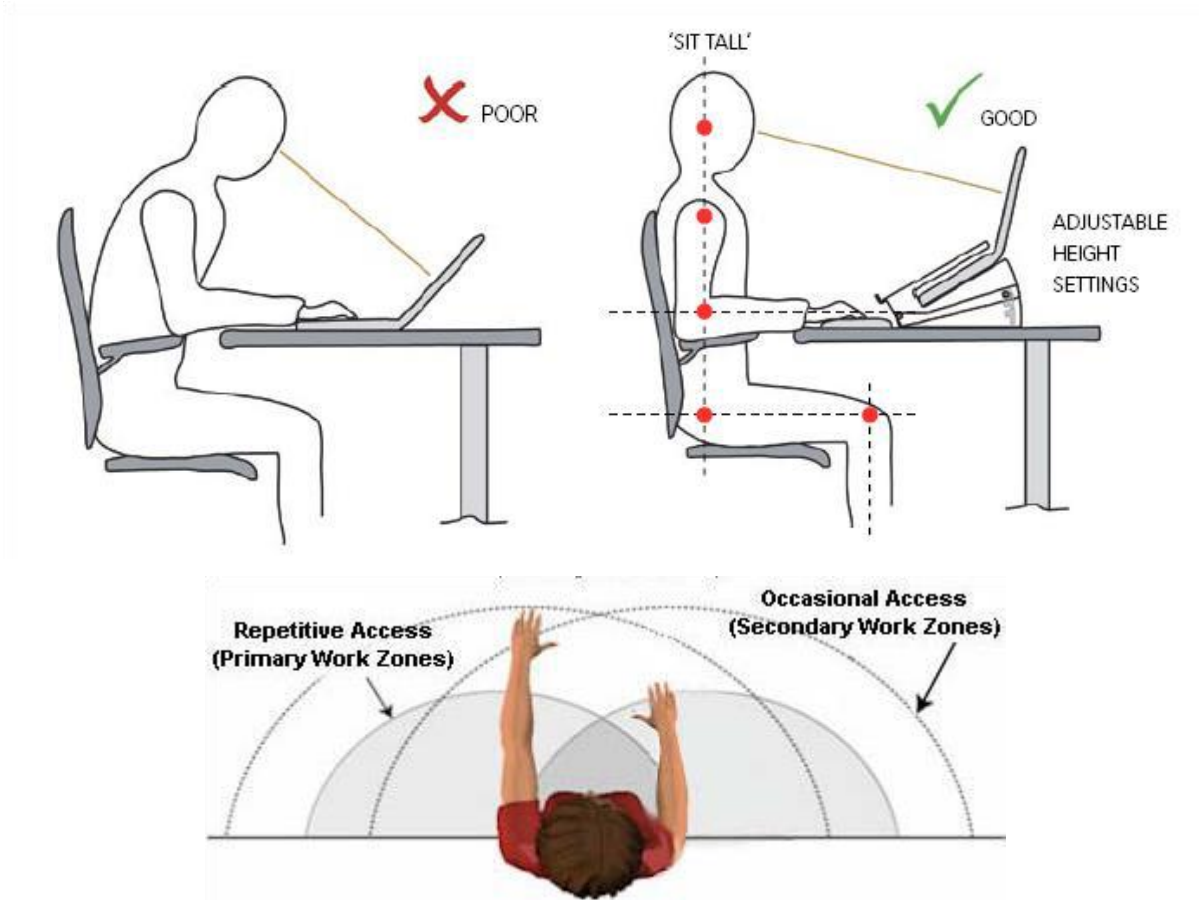
- www.comcare.gov.au/prevent-harm/coronavirus
- <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>
- <https://www.convergeinternational.com.au/>

I have reviewed this checklist and have carried out the assessment and agree to abide by the requirements

Name		Assessment Date	
Division		Manager Name	

Ergonomic Principles

Where possible, the workstation is set up in accordance with the images below:



Follow these basic ergonomic principles:

- Head and neck upright, in line with your torso
- Head, neck and torso facing forward
- Shoulders and upper arms relaxed by your torso
- Elbows by your body and bent equal to or greater than 90 degrees
- Forearms, wrists and hands relaxed and middle finger in line with your forearm
- Wrists and hands straight (i.e. not bent or leaning on sharp edges)
- Thighs parallel to the floor & feet supported (Thighs may be slightly higher than knees)



Eye Comfort & Environment

Minimise screen glare where possible by adjusting the screen position. Adjust your screen so the top edge is at eye height. This can be achieved by using external accessories with a monitor stand or other stable device. Example configurations are outlined below:

Setup 1. External monitor, keyboard and mouse are connected to the laptop



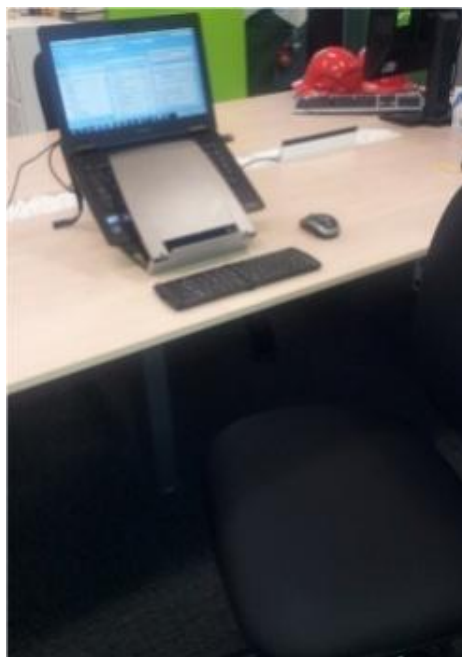
Setup 2. External keyboard and mouse are connected and the laptop screen used



Setup 3. External monitor and mouse are connected and the laptop keyboard is used



Set Screen Height so top edge of screen is at eye level. This corrects neck posture to minimise loading



Please return all completed forms to your line manager.