

WORKING FROM HOME CHECKLIST

SS-IMS-SAF-000

Authorised By:
Rev 1 7/08/2024



WORKER NAME		DATE	
ASSESSOR NAME			

SETTING UP THE WORKSTATION (CHAIR)

Your seat height is set so your elbows are at about the same height as your desk	YES / NO / NA
The seat width and depth comfortably support your hips and legs	YES / NO / NA
There is a 2-3 finger width clearance between the front edge of your chair and the back of your knees	YES / NO / NA
You can adjust your seat backrest to best support the curve in your lower back	YES / NO / NA
Your seat backrest supports your lower back to the top of your shoulder blades	YES / NO / NA
Your chair does not roll away too easily on the flooring (timber/tile floors may be an issue)	YES / NO / NA
You can sit close to your desk (if the arm rests prevent this, adjust or remove them)	YES / NO / NA
Your feet rest flat on the floor or on a footrest	YES / NO / NA

Comments:

SETTING UP THE WORKSTATION (DESK)

The desk surface is at your elbow height with forearms supported	YES / NO / NA
Desk should be a continuous flat surface	YES / NO / NA
There is sufficient depth to position monitor/s for your visual comfort	YES / NO / NA
There is adequate leg space under the desk to stretch your legs forwards and easily get in or out of chair	YES / NO / NA
Position your frequently used items on the desk (e.g., phone) within comfortable reach	YES / NO / NA
There is enough space on the desk to accommodate all necessary work equipment	YES / NO / NA

Comments:

SETTING UP THE WORKSTATION (MONITOR OR LAPTOP)

Monitor/s are positioned directly and symmetrically in front of you to avoid twisting your neck and spine	YES / NO / NA
Monitor/s height is adjustable to your eye level or below, for your visual needs and neck comfort	YES / NO / NA
Monitor/s distance is approximately arms' length and suitable for the size of your monitors and comfort	YES / NO / NA
Monitor/s brightness, contrast and font size can be adjusted for your visual comfort	YES / NO / NA
Glare and reflections can be controlled	YES / NO / NA

Comments:

SETTING UP THE WORKSTATION (KEYBOARD / MOUSE)

Your keyboard and mouse are positioned on the same level on the desk, parallel and close to each other	YES / NO / NA
Your keyboard is positioned directly and symmetrically in front of you	YES / NO / NA
There is about 10-15cm between your keyboard and the edge of the desk (for forearm support)	YES / NO / NA
Your mouse comfortably fits in your hand and moves freely over the desk surface	YES / NO / NA
Mouse is suitably adjusted for speed and accuracy of task	YES / NO / NA

Comments:

WORKLOAD, ACTIVITIES, AND INSTRUCTION

Workload, timeframes, expectations and scheduling of work have all been discussed with your supervisor	YES / NO / NA
Opportunities for movement and changing positions are available throughout your workday	YES / NO / NA
The risks associated with computer work and ways to reduce the risk have been discussed with supervisor	YES / NO / NA
You know how to report IT and equipment issues, discomfort, hazards, injuries or incidents	YES / NO / NA

Comments:

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THE ENVIRONMENT

Lighting and fixture placement are adequate to complete tasks without eye strain	YES / NO / NA
There is adequate ventilation and air conditioning	YES / NO / NA
Workstation location, height, storage and equipment are suitable for the task	YES / NO / NA
Walkways are free of clutter and trip hazards like trailing cords	YES / NO / NA
Flooring is undamaged and free from issues like uneven tiles or pulled-up carpet	YES / NO / NA
Boundaries have been set for your work hours with your partner, children, or housemates	YES / NO / NA
Comments:	

COMMUNICATION

Communication methods have been to with your manager (e.g., morning and afternoon call-ins or emails, to ensure effective communication)	YES / NO / NA
You agree to notify your manager of any changes that may impact your health and safety	YES / NO / NA
Documented communication arrangements are in place	YES / NO / NA
All the necessary and current contact information for your workplace is available	YES / NO / NA
Comments:	

WORK PRACTICES

You agree to stand at least once every hour and take breaks from the keyboard every 30 minutes	YES / NO / NA
Keep your wrists straight while typing and avoid resting them on any surface	YES / NO / NA
Maintain an upright or slightly reclined sitting posture, ensuring a slight curve in your lower back	YES / NO / NA
Use a headset or hold the telephone receiver with your hand (avoid cradling it)	YES / NO / NA
Take breaks from prolonged computer use by engaging in other tasks	YES / NO / NA
Comments:	

MENTAL HEALTH

You agree to schedule regular meetings with your manager, team, and clients to maintain contact and build relationships	YES / NO / NA
You will stay connected through phone and email to stay informed about work and team updates	YES / NO / NA
You will take breaks outdoors and include exercise in your workday routine whenever possible	YES / NO / NA
You agree to create a harmonious working environment	YES / NO / NA
Your workstation will be separate from the rest of your house	YES / NO / NA
You are aware of Employee Assistance Programs	YES / NO / NA
Comments:	

CORRECTIVE ACTIONS OR OTHER CONSIDERATIONS

List corrective actions or other considerations here:

WORKER NAME AND SIGN

ASSESSOR NAME AND SIGN