**Supervisor to complete with worker after the Working at Home Checklist has been completed successfully.**

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| **Document Number:** CHPCE\_HS\_WH02 |
| **Short name of project:** | **Today’s date:** | **Work at home predicted time period:** |
|  |  | **Hours per week worked at home:**  |
|  |  |  |
| **Supervisors name:** | **Position title:** | **Phone No.:** | **Email:** |
| ***Workers Details*** |  |  |
| **Workers name:** | **Position title:** | **Phone No.:** | **Email:** |
| **Home Address:** |  |  |
| **Home phone number:**  |  |  |
| **Emergency contact name and number:** |  |  |

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| **HS Risk Management for Working from Home**  |
| **Identify the activity and the location of the activity** | **Identify who may be at risk from the activity** |
| **Description of activity** |  | **Persons at risk**  | General staff; Part-time/ Casual staff; Academic staff; PhD students;  |
| **Description of location *(Please carefully describe the location of the workspace at home)*** |  | **How they are consulted on the activity** | By supervisors and by signing the bottom of this document |
| **List legislation, standards, codes of practice, manufacturer’s guidance etc used to determine control measures necessary** |
| Work Health and Safety Act 2011Work Health and Safety Regulation 2011 | Code of Practice for management of workplace environmentsCode of Practice for Hazardous Manual tasks |
| Task/Scenario | Hazard | Associated harm | Existing controls | Any additional controls required? | Risk Rating  |
| Working with computers | 1.Ergonomic:* Poor posture
* Excessive duration in a seated position
* Incorrect setup of workstation
* Glare
* Repetitive movements
 | * Physical injury to the wrists, arms, neck, shoulder or back.
* Eye strain
 | * All staff is provided with the UNSW Setting up your Workstation guide ([HS705](http://www.ohs.unsw.edu.au/hs_procedures_forms/guides/HS705_Guide_to_setting_up_your_workstation.pdf)) and Workstation Checklist (must be completed) to conduct their own workstation assessment. Please ensure you look through the following

[Work Station Setup](http://www.ohs.unsw.edu.au/officesafety/workstation_setup.html), [Office Safety Tool Kit](http://www.ohs.unsw.edu.au/officesafety/index.html), [Office Hazards, Precautions and Controls](http://www.ohs.unsw.edu.au/officesafety/office_hazards.html) * All new staff complete online ergonomics course
* Adjustable chairs, desks and ergonomic accessories available to staff
* Individual staff are responsible for taking breaks and doing stretches
* Staff are advised to report any symptoms ASAP
 | N | M |
| Working with computers | 2. Electrical | * Electric shock, fire, burn
* Physical injury from tripping over cords
 | * Regular workplace inspections
* Staff encouraged to do a regular visual check of equipment.
 | N | M |
| Telephone and email enquiries and communication | * Aggression towards staff members
* Intimidation and harassment issues
 | * Emotional injury to staff
 | * Consultation with staff
* Procedures to minimise risk
* Workplace bullying policy communicated to all staff
* Equity unit advice and policies
* Conflict resolution training
 | N | L |
| Working inside a building | * Slips, trips and falls
* Fire in building
* Poor Housekeeping
* Equipment Hazards/ Sharp edges/ Hot surfaces
* Trailing Cables
* Poor ventilation
* Poor lighting
 | * Physical injury
* Burns and smoke inhalation
* Personal assault
* stress
 | * Work space self-inspections to identify slip and trip hazards
* Fix any damaged power cords or power points
* Ensure that all floor surfaces are properly maintained and, if required, covered with non-slip material
* Provide adequate lighting in all areas
* Use step stools/ladders to reach items above shoulder level ONLY
* Stabilise filing cabinets and bookcases to prevent their falling over
* Do not stack files or equipment on top of high cupboards or cabinets
* Regularly maintain all equipment to the manufacturers specification
* Do not overload bookshelves and store heavy items at a low levels
* Ensure employees receive appropriate training for tasks they perform
 | N | L |
| Thermal comfort in work space | * Excessive heat
* Lack of ventilation/air flow
 | * Heat exhaustion
* Dehydration
* Headaches
* Fainting
* Dizziness
 | * Use air-conditioners/heaters, fans and open doors, windows and vents where practical
* Ensure you have access to drinking water
* Wearing lighter and loose fitting clothing during hot weather
* Wearing warmer clothing during cold weather
 | N | L |
| Working outdoors | UV exposure Contact/ inhalation of biological elements | DehydrationSunburn* Allergic reactions
 | Ensure students and staff wear appropriate clothing and have water and complete fieldwork medical questionnaire* Sunscreen and Insect repellent
 | N | L |
| Transporting working materials  | * Slips, trips and falls
* Carrying or transporting large amounts of materials
 | * Physical injury
 | * Provide trolley
* UNSW Hazardous manual task risk management form available to be completed - <http://www.ohs.unsw.edu.au/hs_hazards/ergonomics.html>
* Manual handling training
 | N | L |
| Working long hours, working without breaks  | * No breaks
* No food or drink for long periods
 | * Emotional injury
* Eye tiredness
* Physical injury – back shoulders neck
 | * Time consciousness – ensuring 2-3 minute breaks every 30 minutes (for stretching and resting eyes)
* Use of alarms or a notification system to alert you of times
 | N | L |
| Insufficient work space  | * Work area cramped
* Sitting to close to the screen/desk/keyboard
 | * Physical injury – wrists, neck, back
* Eye tiredness
 | * Ensure work space allows for proper set up according the *Ergonomics Online course* and the *Work station Set up* – all employees are required to complete the two before working at home.
 | N | L |
| Security  | * Intrusion
 | * Physical injury
* Emotional injury due to trauma
 | * Ensure all doors and windows have locks
* Home security measure are adequate
 | N | M |
| Fire | * Fire
* Heat exhaustion
* Smoke inhalation
 | * Physical injury
* Emotional injury – loss of home
 | * House is equipped with adequate smoke detectors
 | N | M |
| **Acknowledgement of Understanding** All persons performing these tasks must sign that they have read and understood the risk management (as described in HS329 Risk Management Procedure). |
| ***Name***  | ***Signature***  | ***Date*** |
| *(Worker)* |  |  |
| *(Supervisor)* |  |  |

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| Risk Rating  |
| Risk Level  | Required action  |
| **Very high** **(VH)** | Act immediately: The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of risk controls |
| **High (H)** | Act today: The proposed activity can only proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls and (ii) the risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. and (iii) the document has been reviewed and approved by the Supervisor and (iv) a Safe Working Procedure or Safe Work Method has been prepared and (v) the supervisor must review and document the effectiveness of the implemented risk control |
| **Medium (M)** | Act this week: The proposed task or process can proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of controls and (ii) the document has been reviewed and approved by the Supervisor and (iii) a Safe Working Procedure or Safe Work Method has been prepared.  |
| **Low (L)** | Act this month: Managed by local documented routine procedures which must include application of the hierarchy of controls |

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| Review  |  |
| Next Scheduled review date  | November 2015 |
| Are all control measures in place? | Yes |
| Are controls eliminating or minimising risk? | Yes |
| Are there any new risks? | No |
| Reviewed by and date of review | Kristina C 13/11/2013 |