



## YMCA Geelong – Working from Home Policy

### OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 199-O	16/02/2022	16/02/2022	APPROVED

### 1. WORKING FROM HOME POLICY

### 2. PURPOSE

YMCA is required to provide all employees with a healthy and safe environment in which to work. The workplace includes any areas where work is carried out on behalf of YMCA, which includes working from home environments.

### 3. POLICY STATEMENT:

- 3.1 Working from home is an option that provides flexible work arrangements for set periods of time and can be reviewed, revoked or extended. Granting flexible work arrangements such as working from home can be requested by the employee to the employer or directed by the employer in the case of directives imposed by Public Health orders.
- 3.2 Any request for a work from home arrangement needs to be considered by the Manager taking on board the role, impact on operations, impact on work teams.
- 3.3 Offers of flexible work arrangements could vary in length of time or hours per week. Flexible work arrangements can be in place for a maximum of 12 months then need to be reviewed with a new Contract variation issued and new home work place Health and Safety checklist completed as business requirements may have changed or employee moved homes etc.
- 3.4 In order to assisting building a team culture it is important that consideration be also given to the co-design, meeting and social activities that require attendance in the workplace. I.e: Collaborations, planning, training, etc could be in office while Report writing, Planning, etc in work from home environment.
- 3.5 This policy recognises that not all positions in the Y Geelong structure are suited for the flexible work arrangements such as work from home I.e: direct service, audit, reviews.
- 3.6 All employees granted flexible work arrangements such as work from home must provide a completed checklist of suitability of office in the home as Health and Safety requirements extend to this arrangement. Any extended arrangements would prompt a new Work from home checklist to be completed.
- 3.7 Work from home arrangements are not indefinite and the update to Contract Variation Letter will be issued with the work from home arrangement (hours/Days per week) office days per week/hrs, review date and checklist requirements

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Work from Home Premises Address: \_\_\_\_\_

This checklist is designed to assist workers and managers assess any HSE risks in the home-based work environment.

### INSTRUCTIONS FOR COMPLETING THIS CHECKLIST

Please complete all sections of the checklist. Completed checklist must be provided to your manager. Where HSE risks are identified in your home office these should be rectified and the results recorded on the checklist.

#### 1. WORKSTATION ADJUSTMENT

To assist with setting up your workstation you can also complete the [Setting up your Office Workstation – guide and checklist](#).

2. WORK SURFACE	YES	NO
The area and height of the work surface are ergonomically suitable to the task and worker	<input type="checkbox"/>	<input type="checkbox"/>
The most frequently used items are within easy reach from the seated position	<input type="checkbox"/>	<input type="checkbox"/>
3. CHAIR		
The seat height, seat tilt, angle and back rest are all adjustable to provide support	<input type="checkbox"/>	<input type="checkbox"/>
The chair moves freely	<input type="checkbox"/>	<input type="checkbox"/>
4. KEYBOARD AND MOUSE		
Keyboard position allows user to relax shoulders with elbows close to the body	<input type="checkbox"/>	<input type="checkbox"/>
Mouse is placed directly next to and at same level as the keyboard	<input type="checkbox"/>	<input type="checkbox"/>
5. COMPUTER MONITOR		
Viewing distance is between 350mm - 750mm	<input type="checkbox"/>	<input type="checkbox"/>
Monitor is positioned to avoid glare, i.e. perpendicular to window or other light source	<input type="checkbox"/>	<input type="checkbox"/>

#### 6. WORK ENVIRONMENT

Your work environment needs to be safe and appropriate for working from home. Consider your home environment and ensure you have the following:

7. DESIGNATED HOME OFFICE	YES	NO
A work area has been clearly defined and communicated to your manager	<input type="checkbox"/>	<input type="checkbox"/>
The work floor is level and there is limited use of mats/or rugs	<input type="checkbox"/>	<input type="checkbox"/>
8. ENVIRONMENTAL CONDITIONS	YES	NO
Lighting is adequate for the tasks being performed. Easy to see and comfortable on the eyes	<input type="checkbox"/>	<input type="checkbox"/>
Glare and reflection can be controlled	<input type="checkbox"/>	<input type="checkbox"/>
Ventilation and room temperature can be controlled, regardless of season	<input type="checkbox"/>	<input type="checkbox"/>
There is no excessive noise affecting the work area	<input type="checkbox"/>	<input type="checkbox"/>

<b>9. ELECTRICAL</b>	<b>YES</b>	<b>NO</b>
Power outlets are not or overloaded with double adapters and power boards	<input type="checkbox"/>	<input type="checkbox"/>
Electrical equipment free from any obvious external damage	<input type="checkbox"/>	<input type="checkbox"/>
Safety Switch installed at the residence, or power boards with safety switches are used within the work area	<input type="checkbox"/>	<input type="checkbox"/>
Test and Tag of all Y Geelong issued office equipment	<input type="checkbox"/>	<input type="checkbox"/>

### **10. ACCESS AND EMERGENCY EXIT**

Review the access / exits to your home. It is important that they are safe to use and that they are clear of clutter. If you had to evacuate your home office in an emergency, you need a safe exit route and if possible a safe secondary exit route.

<b>11. EMERGENCY EXIT</b>	<b>YES</b>	<b>NO</b>
Path to the exit is reasonably direct and free of obstructions	<input type="checkbox"/>	<input type="checkbox"/>
Smoke detector is installed in / near the designated work area and is properly maintained	<input type="checkbox"/>	<input type="checkbox"/>
<b>12. SECURITY</b>	<b>YES</b>	<b>NO</b>
Security is sufficient to prevent unauthorised entry	<input type="checkbox"/>	<input type="checkbox"/>
A communications process has been established to ensure regular contact between employee and manager	<input type="checkbox"/>	<input type="checkbox"/>
Data security in via a private password protected wifi	<input type="checkbox"/>	<input type="checkbox"/>
YMCA data connect be accessed by any other member of the household	<input type="checkbox"/>	<input type="checkbox"/>

### **13. FIRST AID**

YMCA require all worksites to have a first aid supplies. When working from home the same requirements apply.

<b>First Aid</b>	<b>YES</b>	<b>NO</b>
Telephone or other communication devices are readily available to allow effective communication in an emergency situation	<input type="checkbox"/>	<input type="checkbox"/>
Emergency contact numbers and details are known	<input type="checkbox"/>	<input type="checkbox"/>
First Aid supplies available	<input type="checkbox"/>	<input type="checkbox"/>

## CHANGES TO WORKING FROM HOME ENVIRONMENT

Employees need to advise their manager of any changes to their working from home environment, this includes change of address, office layout, and changes to equipment.

Completed by:

<b>Signed</b>	
<b>Name (Please print)</b>	
<b>Position</b>	
<b>Date</b>	

The working from home HSE self-assessment has been reviewed and **subject to the correction of any items** noted below meets the requirements for Safety Considerations When Working from Home. If no corrective actions required please mark as **N/A**.

Item	Correction required	Date corrected

Approved by:

<b>Name and position (Please print)</b>	
<b>Signed</b>	
<b>Date</b>	

## DOCUMENT HISTORY

Approved by: Senior Leadership Team

Meeting date:16.02.2022

Resolution Number:

Effective date: 16.02.2022

Review date:12/03/2021, 04/02/2022, 16.02.2022

Policy Owner: Shona Eland, CEO

Contact Details policy owner: Email: [geelong@ymca.org.au](mailto:geelong@ymca.org.au); Ph: 5221 8344

Amendment history:

Version	Date	Author	Change Description
V1	12.03.2020	Shona Eland	Developed Working from Home Policy
V2	04.02.2022	Shona Eland	Advice provided by HRPlus on reviewed content for Policy – Clause 3 added.
V3	16.02.2022	SLT	Added Test and Tag to checklist of electrical equipment, Included maximum term of flexible workplace agreement of 12 months then review required,



As adopted by the YMCA Geelong on 12/03/2020

Chief Executive Officer YMCA Geelong Inc.