



Working from Home/Offsite Agreement and Checklist

The University has a duty of care to provide a safe and healthy place of work for all employees. This also applies to staff who work from an off-site location including at home. Please note, all staff wishing to work from an offsite location must complete the [Workstation Ergonomics module in Discover](#)

Please ensure the following is completed in full and signed by all relevant parties.

Applicant details (print)			
Name of Applicant:			
Faculty or School:			
Division or Organisation:			
Off-site street address:			
Suburb:		State:	
Country:		Postcode:	
Off-site contact number:			
E-mail address:			
Off-site work arrangement details			
Commencement date of arrangement:		/	/
End date or review date of arrangement:		/	/
Number of days / hours of work per week at off-site location:			

Please describe the area in your home / off-site that will be designated as your deemed workspace?

What is your reason for requesting to work from home/offsite?

Describe the duties that you plan to undertake from home/offsite and how you will adapt your current role and responsibilities to perform the work from this location.

Does your work involve working with confidential/sensitive information? Yes No If yes, how will confidentiality be maintained?

Are there any safety issues or hazards that you are aware of that may affect your ability to work safely from home/offsite?

Yes No If yes, please list below

How will communication between yourself and your supervisor and colleagues be maintained? For example, zoom meetings



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Prior to working from home/off-site location, the staff member should use the following checklist to assess their workspace in order to minimise the risk of illness or injury whilst performing University work.

Home/Off-site office checklist

Tick ✓ as appropriate

Workstation		
Do you have a separate, designated office space to undertake computer work	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the workstation adequate for the tasks to be performed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is a footrest, mouse and keyboard available if required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Chair		
Do you have a fully adjustable ergonomic chair with a suitable backrest?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Computer, Screen, Keyboard		
Where a laptop is used, is a separate mouse and keyboard or docking station available and used? <ul style="list-style-type: none"> If using a laptop screen as a monitor, raise the height so that your neck remains in a neutral position when looking at it. This can be achieved using books or reams of paper. Ensure your desk is around belly button height and your shoulders are in a relaxed position when using the external mouse/keyboard. 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other Equipment		
Is an appropriate document holder available if needed? <i>Do not work for extended periods reading documents at the side of the keyboard.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Can you use hands free on your phone for extended conversations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Environment		
Does the designated office space have appropriate light to give even illumination and reduce glare	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Can glare be controlled by window coverings?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the room temperature comfortable – heating and cooling as required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other considerations		
Is the floor space free of tears, lumps and loose pieces and any other tripping hazards?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the computer and printer protected by an earth leakage circuit breaker?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have all electrical leads, power boards etc been inspected by you and found to be in good condition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there a functioning and maintained smoke detector in the house?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you aware of the IT support services available and contact arrangements? <i>Call 02 4921 7000 for assistance</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you aware of your responsibility to report any accidents or serious incidents via AIMS , the online incident reporting system?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

After completing this checklist, do you require any ergonomic office equipment from your workplace office environment? Yes No
If yes, please outline equipment needed?

Declaration & Authorisations			
I have completed this checklist after completing the Workstation Ergonomics module in Discover . This completed checklist is true and correct, with the understanding that <u>an independent ergonomic assessment may occur if necessary.</u>			
Applicant's signature:		Date:	/ /



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Terms and Conditions of the Agreement

Both parties to this Agreement consent to the following.

- 1.1 The information contained in the Working from Home Proposal and Agreement form the basis for the agreement.
- 1.2 Both parties are aware of their responsibilities under the Work Health and Safety legislation and have assessed that this work activity, in the described manner and details, will meet this requirement. Any alterations to the conditions, that may affect the health and safety of the staff member, will be reported as soon as practicable to the other party.
- 1.3 The staff member will notify the University immediately of any work related accident, injury, illness, disease or incident that occurs within the deemed workplace in accordance with SafeWork regulations.
- 1.4 The staff member agrees to maintain the deemed workplace as a healthy and safe environment, and that the University is not responsible for injury to any third party or parties at the deemed workplace.
- 1.5 The deemed workplace shall be subject to the same University Health and Safety policy and risk management provisions as the office-based site.
- 1.6 For the purposes of this agreement the staff member will not work from any other location outside the University work site apart from the home-based work site. To do so may be a basis for termination of this Agreement.
- 1.7 Any University supplied equipment will be returned to the University at the termination of the Working from Home Agreement.
- 1.8 All equipment owned or leased by the University will remain the property of the University. The staff member agrees that the University will have reasonable access to the home-based work site with reasonable notice to repair or remove equipment.

Expenses

- 1.9 The University will not pay for the following expenses unless otherwise agreed in advance and in accordance with policy:
- 1.10 Operating Costs, i.e. day-to-day expenses (electricity, non-business phone calls, insurance, supplies);
- 1.11 Home Maintenance;
- 1.12 Usage fees for privately owned computers not used for business;
- 1.13 Utility costs associated with the use of the computer or occupation of the home.

Variations to Terms and Conditions of the Agreement

- 1.14 Any variations in the terms and conditions of this Agreement must be agreed by both parties, in writing and attached to this Agreement.

I have read, understand and accept the terms and conditions outlined in the Working from Home Agreement.

_____ Date / /

(Staff Member's Signature)

_____ Date / /

(Supervisor's Signature)

Approval of the Working from Home Agreement

Approved / Not Approved

_____ Date / /

(Pro Vice-Chancellor / Head of School / Director's Signature)

Please return the completed form to your supervisor and Human Resource Services - hrcontracts@newcastle.edu.au.