

# Working from Home Self Assessment Checklist



## Working from Home Arrangements Self-Assessment Checklist

Prior to approval of any Working from Home (WFH) arrangement, an employee must complete and sign the following Self-Assessment Checklist in relation to his/her proposed home based work site and submit with WFH application for approval.

**Further assistance and guidance can be obtained from Human Resources.**

Equipment	University owned	Employee owned
Computer/Laptop (please circle)		
Wireless Internet Access/Modem (please circle)		
Printer		
Landline/Mobile phone		
Training	Complete	Need further assistance
Has your supervisor instructed you in OH&S requirements for working from home?		
Workstation environment		
Is the floor space free of tripping hazards (cables etc)?		
Is the lighting adequate for the tasks being performed?		
Are noise levels acceptable?		
Is the room temperature comfortable – heating and cooling as required?		
Is the chair fully adjustable?		
Does the chair have a 5 star stability base?		
Does the chair have adequate lumbar support?		
Are there adequate power outlets to run the computer and other equipment?		
Is your house protected by a circuit breaker and the computer by a surge protector?		
Is modem/wireless internet access available?		
IT equipment, software and service requirements have been confirmed with IT Services and can be supported.	Yes	No
Computer ergonomic setup – Complete USC Ergonomic Self-Assessment (Attachment One)		
Is the computer monitor approx. 600mm from you?		
Is the top edge of the computer monitor at the eye level of the user?		
Is the computer monitor free from glare and reflections from lights?		
Can the angle or position of the monitor be easily changed?		
Is the keyboard at a comfortable tilt angle or flattened for touch typing?		

Signature of Staff Member: \_\_\_\_\_

Date of Self-Assessment:     /     /

Signature of Supervisor: \_\_\_\_\_