



	Date Effective:	
	Revision Date:	
Title of Policy Work from Home Policy	Authorised by: CEO	

## 1. Purpose

Baseball Victoria (BV) is committed to supporting flexibility in the workplace and recognise that there are circumstances requiring an employee to work from home.

### 1.2 Scope

This policy applies to all Baseball Victoria employees.

## 2. Procedure

### 2.1 Home office environment

You are responsible for setting up a safe environment when working away from the office, including any 'home office'. This involves ensuring the safety of any furniture, equipment and using safe working practices.

#### Home Office minimum requirements

To be approved to work from a home office you must

- Be medically fit to work from home unsupervised. Notify your manager if this changes.
- Create and maintain a clearly defined home office space which is not accessed by other people or pets during working hours and is separate to other activities of the home.
- Maintain all aspects of the immediate working environment to prevent incidents.
- Review and understand emergency evacuation from the home office and ensure that exit routes are kept clear at all times.
- Provide and maintain appropriate equipment for the home office in accordance with manufacturer's instructions and best practice
- Comply with guidance relating to ergonomic practices
- Report any safety or personal security incident to you manager immediately, or within 24 hours of an incident occurring.
- Maintain regular communication with your manager
- Make your home office available for an inspection by your manager if required.

#### Assessing the home office

Complete a home office self-assessment to ensure you meet the minimum requirements. This must be undertaken:

- Prior to commencing work from home
- As a result of any relevant incident in the home office
- If an injury or medical condition has affected your ability to work at home safely
- If you move to a new home office location
- At any time your manager requests it

Any actions arising from the assessment need to be adequately addressed prior to work from home commencing or continuing.

# Baseball Victoria HOME OFFICE ASSESSMENT

<b>Name of Employee:</b>	
<b>Home Based Work Location:</b>	
<b>Date of Checklist Completion:</b>	
<b>Reviewed by the CEO:</b>	
<b>Photos received:</b>	

## 1. Seating

Does the chair have a five star base?	Yes	No
Is the chair on a solid surface?	Yes	No
Is the chair suitable for the floor surface? (Castors for carpet. Glides for smooth surfaces.)	Yes	No
Is the chair stable and safe from tipping over?	Yes	No
Is the seating height adjustable so that your thighs fit comfortably under the work surface?	Yes	No
Is the backrest height adjusted to fit in to the small of your back, supporting the spine so that you are sitting upright?	Yes	No
If the chair has armrests, do they allow unimpeded access to the work surface? <i>(NB: Armrests are only recommended for staff that specifically requires them to support an injury as recommended by a certified medical practitioner).</i>	Yes	No
Can your feet reach the floor comfortably? <i>(If your feet are not flat on the floor, a footrest should be provided.)</i>	Yes	No
Is the backrest stable?	Yes	No
Can the backrest be adjusted back and forward?	Yes	No
Can the backrest be adjusted up and down?	Yes	No
If the work area is high, is a taller chair required?	Yes	No

## 2. Workstation Ergonomics

Can you get close to the desk without impediment? (Clear leg room under desk/table?)	Yes	No
Is the seat adjusted so that your thighs are parallel to the floor with feet resting flat on the floor or on a footrest?	Yes	No
Are the back of your knees higher than the seat? Are your knees bent at approximately 90 degrees?	Yes	No
Are your hips bent at approximately 90 degrees?	Yes	No
Are your elbows at a 90 degree level with height of the desk?	Yes	No
Are you elbows bent at 90 degrees with forearms horizontal when fingers touch the home keys?	Yes	No
Are your elbows close to the sides of your body?	Yes	No
Are your wrists in line with your forearm?	Yes	No
Is the screen positioned at approximately arm's length distance, ie 450mm – 700mm?	Yes	No
When sitting upright and looking straight ahead, are you looking at the top edge of the screen?	Yes	No
Are all characters in the display easily legible and is the image stable?	Yes	No
Is your computer protected from glare?	Yes	No
Is the keyboard central to the user, i.e. the G and H keys in line with the centre line of your body?	Yes	No
Is there room to work from documents on one or both sides of the computer?	Yes	No
Is a document holder required?	Yes	No
Is the mouse and mouse pad as close as possible to the side of the keyboard and where practicable, at the same height as they keyboard?	Yes	No
Is the workstation designed to prevent undue twisting of the neck or trunk?	Yes	No
Are any other job aids required? If yes, please specify: -	Yes	No

### 3. Working Environment

Is the lighting adequate for the tasks being performed?	Yes	No
Is the employee able to control incoming natural light or glair sources?	Yes	No
Is artificial light causing reflections from work surfaces or shadows over the task?	Yes	No
Is there adequate heating and cooling?	Yes	No
Are there any other potential safety problems? If so, please describe: - -	Yes	No
Is the work area free from obstacles and allow free access and egress from the work area?	Yes	No
Are electrical cords and connections safe? (i.e. undamaged and unimpeded – not caught up under equipment)	Yes	No

### 4. Other Issues

Have hazards that may result in slips, trips or falls been identified and corrected? (eg loose cords across walkways, carpet trip hazards)	Yes	No
If electrical equipment, such as a computer is used, are power boards used rather than adaptors?	Yes	No
Is a power surge device installed?	Yes	No
Is a smoke alarm installed? (Note: it is a legal requirement that a smoke alarm is installed.)	Yes	No
Are there any specific health issues that may require the provision of particular equipment? If yes, specify details:	Yes	No
Has an Evacuation Plan been formulated for the home-based worksite?	Yes	No
Have emergency contact arrangements been made?	Yes	No
Is a fire extinguisher/blanket available? (It is strongly recommended that employees purchase a fire extinguisher or fire blanket.)	Yes	No