



## St Patrick's College

### Working from Home: Work Health and Safety Considerations

Please consider the following items to ensure your home/off-site environment is as safe as possible

<b>WORK ENVIRONMENT</b>	
<b>Designated Work Area</b>	
The work area is level and clear of mats/rugs	
<b>Environmental Conditions</b>	
Lighting is adequate for the tasks being undertaken	
Glare and reflection can be controlled	
Ventilation and room temperature can be controlled	
There is no existing excessive noise impacting the area	
Walkways are clear of clutter and trip hazards such as cords	
The work area is segregated from other areas of the home, eg hot cooking surfaces	
Non smoking environment	
<b>Emergency Exit</b>	
Path to exit is reasonably direct	
Path to exit is sufficiently wide and free of obstructions or trip hazards to allow unimpeded passage	
<b>Safety Equipment Checklist</b>	
The work area contains a first aid kit	
The work area contains a fire extinguisher able to be used to extinguish minor fires	
A smoke detector is installed in/near the work area and is properly maintained	
<b>Security</b>	
Security is sufficient to prevent unauthorised entry	
A communications procedure has been established to ensure regular contact between employee and manager	
The work area can be secured	
<b>Electrical</b>	
Power outlets are not overloaded with double adapters and powerboards	
Earth leakage circuit protection is in place for work related equipment	
Electrical cords are safely stowed	
Connectors, plugs and outlet sockets are in safe working order	
Electrical equipment within the vicinity is free from any obvious external damage	
<b>Work Surface</b>	
There is adequate leg space under the workstation	
A footrest is available if needed	
From the seated position, the most frequently used items are within easy reach	
Cables are stowed away	
There are no sharp contact points on the workstation or other equipment	
<b>Chair</b>	
The seat height, seat tilt, angle and back rest are all adjustable	
The chair has a stable base (preferable five star)	
The chair moves freely	
There has adequate lumbar support	
The chair's padding is adequate	
The seat height is adjusted so that arms and forearms are at right angles or slightly greater and forearms and hands form straight lines when resting on the keyboard	
The seat back is adjusted to support the lumbar curve of the lower back	
Feet are flat on the floor or on a footrest so that knees are bent at right angles and thighs are horizontal to the floor	
The armrests can be stowed whilst typing but may be utilised to provide support during other activities	
Note: A sit/stand arrangement may be more appropriate	
<b>Keyboard and mouse</b>	
Keyboard to user distance allows user to relax shoulders with elbows close to the body	
Keyboard position is flat	
Mouse is placed directly next to the keyboard	
Mouse is at same level as the keyboard	

<b>Monitor</b>	
Monitor height is adjusted so top of screen is at or slightly lower than eye level (may need to be lower where bifocals are used)	
Viewing distance is between 350-750mm	
Monitor and keyboard are placed directly and symmetrically in front of user	
Monitor is positioned to avoid glare, that is, perpendicular to window or other strong light source	
<b>Physical Demands of Tasks</b>	
Safe posture is adopted	
Any lifting, pushing or carrying type task is well within physical capacity	
<b>Work Practices</b>	
Wrists are kept straight and not supported on any surface while typing	
Sitting posture is upright or slightly reclined, with lower back supported	
From the seated position the telephone is within each reach or a headset is worn, no cradling of the receiver between the shoulder and ear)	
Long periods of continuous activity are broken by performing other tasks, changing position, standing up and stretching	
Repetitive actions are not continued for long periods without appropriate breaks. Breaks should be taken after every 30 minutes of keyboarding, including standing at least once per hour (20 minutes better)	
<b>Other</b>	
Telephone or other communication devices are readily available to allow effective communication in an emergency situation	
Emergency contact numbers and details are known	
A process is in place for the prompt reporting of incidents	
<b>Individual Factors</b>	
If possible, arrangements are in place for person(s) other than the employee to care for persons dependent on the employee during the employee's ordinary hours of duty	

**REMEMBER SECURITY:** Secure your laptop/electronic device and hardcopy material.  
DO NOT leave this equipment/material in your car (this includes locked in your boot).  
Privacy relating to personal data (staff and students) is paramount!