

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

Designated Work Area The work area is level and clear of mats/rugs Environmental Conditions Lighting is adequate for the tasks being undertaken Glare and reflection can be controlled Ventitation and room temperate can be controlled There is no existing excessive noise impacting the area Walkaways are clear of clutter and ritip hazards such as cords The work area is segregated from other areas of the home, eg hot cooking surfaces Non smoking environment Emergency Exit Path to exit is reasonably direct Path to exit is sufficiently wide and free of obstructions or trip hazards to allow unimpeded passage Safety Equipment Checklist The work area contains a first aid kit exiting using the exiting using u	WORK ENVIRONMENT	
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Mouse is placed directly next to the keyboard		
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Mouse is at same level as the keyboard		

Monitor	
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	
Physical Demands of Tasks	
Safe posture is adopted	
Any lifting, pushing or carrying type task is well within physical capacity	
Work Practices	
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)	
Other	
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	
Individual Factors	
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!