

## Remote Work - WHS Checklist

<b>Version</b>	1.4
<b>TRIM file number</b>	
<b>Short description</b>	A checklist of WHS criteria that must be fulfilled prior to CSU staff working remotely.
<b>Relevant to</b>	All CSU employees working remotely
<b>Approved by</b>	This Checklist has been approved by the Executive Director, Human Resources, in accordance with the Policy on Delegations and Authorisations - Delegation Schedule 1, GOV10.
<b>Responsible officer</b>	Manager, Work Health and Safety
<b>Responsible office</b>	Division of Human Resources
<b>Date introduced</b>	February 2010
<b>Date(s) modified</b>	February 2013, 2014, 20 June 2017 6 June 2019
<b>Next scheduled review date</b>	2022
<b>Related University documents</b>	CSU Work Health and Safety Policy CSU Ergonomic Self Assessment Remote Work Policy
<b>Related legislation</b>	Work Health and Safety Act 2011 No 10 (NSW) NSW Work Health and Safety Regulation 2017 (NSW)
<b>Key words</b>	Checklist, working from home, working remotely, WHS

## Introduction

Charles Sturt University has a legislative responsibility to ensure the work health and safety (WHS) of its workers while they are at work. Therefore, as a part of your remote working arrangements and prior to you commencing remote work the University requires you to complete the following checklist. **REMOTE WORK CANNOT COMMENCE UNTIL THIS FORM IS COMPLETED, COMPLIED WITH, PROVIDED TO, DISCUSSED WITH AND APPROVED BY THE DELEGATED OFFICER.**

If you have any questions or concerns regarding any part of this checklist, please contact your supervisor to discuss. If you are unable to comply with any of the checklist items, your request for remote working arrangements will not be approved.

On completing this checklist, please sign and date the declaration at the bottom of the checklist and return to your supervisor.

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## Remote Work - WHS Checklist

*Please tick (✓) each item to indicate completion/compliance.*

### CSU Online OHS Training modules

I have successfully completed the following [ELMO Online OHS Training](#) modules as part of my induction to CSU:

1. Safe U @ CSU
2. Fire and Emergency Procedures
3. OHS for Managers (must be completed by any employee whose duties involve managing staff)

### Ergonomic Hazards

- I have viewed the presentation [Workstation Ergonomics](#) and associated links (e.g. Ergonomic Booklet, Exercises, etc).
- I have completed a CSU [Ergonomic Self Assessment](#), which forms part of this Checklist. *(Please return your completed Ergonomic Self Assessment form to your supervisor)*

### Electrical Hazards

The following questions apply to any electrical equipment that will be used by you in relation to the work you complete at home (e.g. power boards, extension leads, computer power cables, computer/lap-top, etc).

- Power outlets are not overloaded with double adapters and power boards.
- Earth leakage circuit protection (RCDs) is in place for work related equipment.
- Is work related electrical equipment, when used in normal operation, exposed to any of the following items that might result in damage to the equipment or reduction in its expected life span?

Item	Please circle response	
Mechanical damage	Yes	No
Moisture	Yes	No
Heat	Yes	No
Vibration	Yes	No
Corrosive substances	Yes	No
Dust	Yes	No

NB - If any of the above items have been circled 'YES', the relevant work related electrical

equipment will need to be properly tested and tagged in accordance with the *AS/NZS 3760: 2010 In-service safety inspection and testing of electrical equipment*.

**Emergency Preparedness**

- Any necessary emergency contact numbers and details are known to you (i.e. 000 for fire, ambulance or police, specific telephone numbers for University contacts, etc).

Please detail any specific CSU emergency contacts below:

	Name	Position	Contact Number
1.			
2.			
3.			
4.			

- Telephone or other suitable devices are readily available to allow effective communication in emergency situations.
- In accordance with the NSW legislation The Building Legislation Amendment (Smoke Alarms) Act 2005 and the Environmental Planning and Assessment Amendment (Smoke Alarms) Regulation 2006, at least one (1) working smoke alarm is installed on each level of the home (this includes owner occupied, rental properties, relocatable homes or any other residential building where people sleep).
- There is a first aid kit on the premises.
- A path to the exit is provided and is reasonably direct.
- Path to the exit is sufficiently wide and free of trip hazards and obstructions to allow unimpeded passage.

**Your home based work environment**

- Sufficient ventilation and thermal comfort, regardless of the season, is provided.
- Walkways are clear of clutter and trip hazards (e.g. trailing electrical cords).
- The work area is segregated from other hazards in the premises (e.g. hot cooking surfaces in the kitchen).

**Security**

- Security is sufficient to prevent unauthorized entry by intruders.

<b>Declaration:</b>		
<ul style="list-style-type: none"> <li>• I have read, completed and complied with each of the Remote Work - WHS Checklist items.</li> <li>• I have read, understood and satisfactorily completed the competency based assessments associated with the ELMO Online OHS Training modules.</li> <li>• I declare that all information in this Checklist is true and correct and understand that this Checklist shall form part of the representations by me in any related Remote Work Agreement.</li> <li>• I will notify CSU and my supervisor of any changes to my Remote Work Office that will impact on my Remote Work Agreement.</li> </ul>		
<b>Employee Name:</b>	<b>Signature:</b>	<b>Date:</b>

Please return this signed form to your **Supervisor**, who will assess whether it has been satisfactorily completed and forward it to the Division of Human Resources for retention on your personal file as evidence of your completing this checklist.

<b>Approved:</b>		
<b>Band 6 Supervisor Name:</b>	<b>Signature:</b>	<b>Date:</b>

Please forward to [hr@csu.edu.au](mailto:hr@csu.edu.au) for retention on the employee's personal file.

**Table of amendments**

<b>Version number</b>	<b>Date</b>	<b>Short description of amendment</b>
1.1	8/2012	Change of title Sessional staff broadened to all CSU staff. OHS Act and Regulation updated to Work Health and Safety Act 2011. AS/NZS 3760 updated from 2003 to 2010.
1.2	2015	Compliance strengthened Hyperlinks updated
1.3	20/6/2017	Hyperlinks updated