



## Purpose

This form provides practical assistance to staff to enable them to work safely from home or remotely from campus during the COVID-19 pandemic.

## Form

The University is committed to the health and safety of all its workers, students and visitors. This form applies to all staff working from home or remotely from campus.

The table below is a self-assessment to be completed by the staff member whilst at their home-based or remote from campus work site.

Name:	ID# U	Date:
<input type="checkbox"/> The staff member has knowledge on how to and has set up call forwarding on their work/desk phone. Details of call forwarding and other phone instructions can be found <a href="#">here</a>		
<input type="checkbox"/> The staff member has access to Zoom and/or Skype for virtual meetings and other communications		
<input type="checkbox"/> The chair is adjusted to fit you: feet are flat on the floor with knees and hips at 90 degrees or slightly greater, the backrest fits the curve of your spine and supports you to sit in a relaxed, upright posture. Use a rolled up towel or cushion to support your back if needed.		
<input type="checkbox"/> The desk is large enough for the task requirements and adjusted so that the surface is just below your elbows.		
<input type="checkbox"/> The computer monitor is positioned so that you are arm's length away and your eyes meet the top of the screen (this includes laptops – use a laptop riser with an external mouse and keyboard if necessary).		
<input type="checkbox"/> The keyboard is centralised in front of you allowing your forearms to rest on the desk with shoulders relaxed and elbows at 90 degrees or greater (see above re equipment for laptops).		
<input type="checkbox"/> The mouse is positioned close to the keyboard (see above re equipment for laptops).		
<input type="checkbox"/> The workstation is positioned so that glare from windows does not interfere with the screen (or blinds can be closed).		
<input type="checkbox"/> The workstation is positioned so that interference from noise is reduced and, as far as possible, there is a clear distinction between “work” and “home/personal” spaces.		
<input type="checkbox"/> The staff member is aware of the importance of regular posture breaks (every 30 mins)		
<input type="checkbox"/> The worksite is habitable, and secure with working smoke alarms and egress points.		
<input type="checkbox"/> Daily work start, finish and lunch break times are agreed with supervisor.		
<input type="checkbox"/> Phone call/zoom scheduled weekly (minimum) with supervisor and direct reports.		
<input type="checkbox"/> The Staff member knows how to contact their supervisor in case they are unwell and are unable to work or need to self-isolate.		
<input type="checkbox"/> A copy of this form has been sent to your supervisor and <a href="mailto:whs@anu.edu.au">whs@anu.edu.au</a>		

For assistance completing this form, contact the Work Environment Group on 02 6125 2193 or email [whs@anu.edu.au](mailto:whs@anu.edu.au)

An information sheet on health tips for working from home can be found at: [Home Based Work](#)