

Inspection

Personal Health & Hygiene

Do you have any flu symptoms such as headaches, running nose, sore throat, cough or fever?

☐ Yes ☐ No

Has anyone in your home travelled overseas in the past two weeks?

☐ Yes ☐ No

Do you have hand sanitizer and face masks on hand?

☐ Yes ☐ No

Workspace

How would you describe your home office

☐ Dedicated office space ☐ Desk / table in a shared room

☐ Work from bed ☐ Other

During the work day, are you likely to be distracted by others in the home?

☐ Not at all ☐ Sometimes, but not often ☐ Frequently

☐ Unsure

Take some photos of your work area



Is there anything that can be done to improve your working from home environment?

☐ Yes ☐ No

Workstation

Do you have a desk or table to work from?

☐ Yes ☐ No

Is your chair set up correctly? Is your lower back supported and are your feet flat on the floor?

☐ Yes ☐ No

Do you have enough surface space on your desk to work comfortably?

☐ Yes ☐ No

Are your keyboard and mouse clean and within easy reach, without having to stretch?

☐ Yes ☐ No

Can you easily reach everything that you need without twisting and straining your upper body?

☐ Yes ☐ No

Display screen

Is your display screen clean and positioned so there is no glare from a window or light?

☐ Yes ☐ No

Is your display screen level with your eyes so it doesn't cause discomfort to your neck or head?

☐ Yes ☐ No

Fire & Electrical Safety

Do you have an emergency assembly point outside of your home in place in case of fire?

☐ Yes ☐ No

Are your smoke detectors working and checked regularly, e.g. every month?

☐ Yes ☐ No

Do you regularly dispose of waste, including papers, to prevent a build-up of fire 'fuel'?

☐ Yes ☐ No

Have you checked electrical equipment for spark, signs of damage or deterioration?

☐ Yes ☐ No

Do you switch off equipment when not in use?

☐ Yes ☐ No

Stress & Welfare

Do you sit with a good posture and not hunched over the desk?

☐ Yes ☐ No

Are you able to carry out regular stretches at your desk to avoid stiff or sore muscles?

☐ Yes ☐ No

Do you have easy access to first aid equipment if required?

☐ Yes ☐ No

Do you have a window or long distance view to look at every 15 minutes to give your short sighted muscles a rest?

☐ Yes ☐ No

Slips, trips & fall hazards

Are floor coverings, such as carpets and rugs, secure?

☐ Yes ☐ No

Are walkways and corridors clear of trip hazards?

☐ Yes ☐ No

Is the floor area around your desk clear of boxes, papers and wires?

☐ Yes ☐ No

Lone working

Do you know the name and number of a manager or supervisor who you can get in touch with easily?

☐ Yes ☐ No

Do you have a system for regularly 'checking in' with your employer if you are not visibly online each day?

☐ Yes ☐ No

Is your home kept secure whilst you're working there?

☐ Yes ☐ No

Are important files and laptops kept locked away securely when not in use?

☐ Yes ☐ No

Sign off

Tap to sign

