

Staffing & Employment
HACC Standard 3
Review Date June 2011

Policy Number: SE10
Number of pages: 2
Attachments: 2

POLICY REGISTER

Subject: Working from Home Policy

Primary Responsibility:

Operational manager

Policy Statement

WSCF is committed to providing a family-friendly workplace including flexible work arrangements. Staff may request that they work from home to address *special* circumstances that may affect their ability to be present at the office.

WSCF staff may attend locations across Greater Sydney in undertaking their duties. Although staff spends a great deal of time out of the office meeting with stakeholders, WSCF recognises that it is important for staff to regularly attend the office. Staff needs to regularly be present at the office to attend to administrative tasks and interact with other staff members.

Staff may sometimes work from home due to the proximity of their home to the work location. For example a worker may have to attend a meeting for half a day that is held at a location that is significantly closer to home than to the office. They may request that they work from home prior to or following the meeting, rather than spend significant time travelling to and from the office, the meeting location and their home.

It is expected that staff monitor normal hours within ordinary hours of work. Hours worked beyond normal work hours are accrued as time in lieu. Working from home should not be used as a substitute to taking time in lieu, sick leave or annual leave in order to attend to commitments at home.

Working from home should be adequately monitored to ensure staff is not working excessively outside of normal working hours, including weekends.

Staff given approval to work from home will be expected to carry out this work during the agreed core hours of the organisation ie. 6.00am and 8.00pm Monday to Friday. Any worker choosing to work from home outside these hours will not be covered by WSCF workers compensation insurance.

Working from Home time must have prior approval from the Operations Manager.

Procedures

- Any employee of WSCF who seeks permission to claim hours worked at home must consult with the Operations Manager **and complete a WFH approval form. At least 1 week's notice must be given and in special circumstances it may be up to two working days** . The Operations Manager will ensure the employee has completed the attached Home OH&S Inspection Check List.
- The Operations Manager can grant approval for one off situations. This may entail working from home for one day only or working from home for no more than half a day prior to or following a meeting that is held in a location significantly closer to home than to the office.
- The Operations Manager and the Employee shall agree on the work to be done from home. Both Employee and Operations Manager will keep a record of work done from home.
- Any regular arrangements must be discussed with the Operations Manager who will obtain approval from the Executive Officer. Regular arrangements include regularly working from home for more than half a day each week or working from home for more than one consecutive day.
- All employees who work from home is to complete the Home OH&S Inspection Check List every six months and rectify any items that they do not comply with.
- Once approval is granted the employee is responsible for notifying staff and relevant stakeholders about the working from home arrangement.
- The employee will ensure the quality and productivity of their work is maintained whilst working from home.
- The Employee will ensure arrangements are made for maintaining contact including safe use of mobile phone and accessing emails.
- The employee will register any injuries sustained whilst working at home as outlined in the WSCF Occupational Health and Safety Policies and Procedures Manual.
- The Operations Manager is responsible for conducting six monthly reviews of the employee's working from home circumstances and assessing continuation of current arrangements.

Adopted by the Board on: 02/06/2009

CROSS REFERENCE

- WSCF Occupational Health & Safety Policies and Procedures Manual
- WSCF Employment Conditions

Western Sydney Community Forum

Working from Home OH&S Inspection – Six Monthly Audit

Employee

Home address

Date of inspection

Internal Environment	Yes	No	Comment
WSCF equipment such laptop/mobile phone are in a secure environment			
Equipment regularly maintained			
Files stored appropriately			
Temperature appropriate for working			
Lighting suitable for the work performed			
Noise level appropriate for working			
Work areas kept clean & tidy			
Cords secured & clear of walkways			
Furniture not blocking doorways			
Filing cabinets / cupboards stable or secured to walls to prevent tipping			
Height adjustable chair			
Back rest adjustable chair			
Seats adjusted for the person using it			
Desk at correct height for work performed			
Sufficient leg room under desk			
Desk uncluttered			
Document holder provided for continuous keying work			
All frequently used items within easy reach			
VDU screen at correct height			
Keyboard & mouse positioned correctly			
Phone connections nearby			
Adequate number of power points for the appliances in use			
Plugs, sockets & switches in good repair			
No frayed or defective leads			
Smoke detectors & alarms			
Accessible fire exits			

