Working from Home Checklist

	Yes	No
Are the duties suitable for working from home?	○	○
Has any special equipment been identified and provided that will be necessary for to allow the employee to safely complete their duties from home? For example, suitable desk, chair, computer, first aid kit?	○	○
Have you completed a risk assessment to ensure the proposed working environment is healthy and safe?	○	○
Is there adequate lighting in the proposed work area?	○	○
Are smoke detectors installed in the proposed work area?	○	○
Are there clear exits in case of emergency?	○	○
Does the employee have sufficient information and training to carry out the work safely?	○	○
Is there are contract in place which sets out the terms and conditions applicable to the employee?	○	○
Does the contract confirm the at home working arrangement and specific details relating to this? For example, whether the arrangement is on a temporary or permanent basis?	○	○
Has a review period been agreed upon to assess whether the working from home arrangement is working for both parties, allowing the Company to withdraw its support for this arrangement on operational grounds?	○	○
Have work hours been agreed upon?	○	○
Does the agreement to allow working from home outline the requirement to attend the office on a regular basis?	○	○
Have communication procedures between the employee and management/colleagues been agreed upon?	○	○
Does the Company have a Working From Home Policy?	○	○
Has the injury management policy been reviewed and updated to cater for working from home arrangements?	○	○