

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 52 – Working From Home

1. PURPOSE

This procedure defines the requirements to protect the health and safety of employees working in designated home based positions.

This procedure is not applicable where working from home is undertaken on an ad hoc basis (e.g. school holidays, sick children or personal need) as part of flexible work arrangements. A home based position shall comprise a position for which ;

- a. persons are to work from home on a routine basis and/or
- b. working from home for substantial periods is an inherent requirement of that position and / or
- c. specific arrangements between the Company and an individual employee which permit a substantial component of the job to be performed from the employees home.

2. MANDATORY REQUIREMENTS

1. Prior to authorizing the placement of an employee in a home based position, the employee's competencies relevant to their ability to work safely and effectively in an isolated and unsupervised environment shall be assessed.
2. The employee and the relevant Manager will determine the OHS&R risks (giving consideration to the Company's OHS&R requirements) that would need to be addressed prior to authorizing the employee to work from home on a regular or formal basis.
3. An OHS&R action plan, including a description of how the relevant company OHS&R requirements will be implemented, shall be established prior to the commencement of work in the home based workplace if any significant OHS&R risks are identified and shall be updated as per any changes to the company OHS&R requirements.
4. Employees working in home based positions shall receive relevant OHS&R training and other specific training that may be relevant to home based work.
5. OHS&R training records shall be retained indefinitely.
6. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

3. RESPONSIBILITIES

Responsible Manager

Ensure compliance with the requirements of this procedure.

4. REFERENCE DOCUMENTATION

A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION