

Working from Home Plan

St. George Project Services



St. George Project Services
Our Team... Your Success

Document Control

Author	Daniel Crawford
Approver	Director
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1 Overview

An application for a Working from Home (WFH) arrangement is considered on a case by case basis by the General Manager.

The opportunity to work from home is not an entitlement and can only occur by formal agreement between St. George Project Services (SGPS) and a staff member.

A WFH arrangement is a formal arrangement with the working arrangements clearly documented.

The General Manager is responsible for ensuring that the requirements under these guidelines have been satisfied prior to approving an application for a WFH arrangement. All of the working conditions at the home-based worksite need to be negotiated and thoroughly documented. Careful planning and consultation is needed to maximise the benefits to SGPS and the staff member.

Site Based Staff – it is recognised that depending upon individual project commitments, site staff may or may not be able to work from home or alternative work locations. Office staff need to be aware that their absence from the site may have an impact on their colleagues, and their own project initiatives and responsibilities.

Office Based Staff – working from home arrangements for Professional staff may be appropriate for defined/regular periods of time or on an ad hoc or one-off basis. The WFH agreement will outline the duties to be performed whilst undertaking home based work, the mechanisms for monitoring output, as well as the supervision arrangements, prior to the WFH agreement being put in place.

2 Suitability

The Supervisor should consider the general nature and requirements of the staff member's work duties and the staff member's ability to work autonomously. A staff member who requires close supervision or close interaction with other staff may not be suitable for the independent nature of a working from home arrangement.

3 Requirements for home-based worksite

In accordance with the Work Health and Safety Act 2011 and the SGPS Health and Safety policy it is important that:

- the home-based work site is a safe area to work;
- systems of work undertaken in the home-based work site are safe;
- staff working from home are provided with appropriate training to enable them to perform their work safely; and
- all incidents are investigated, and hazards are adequately controlled.

3.1 Staff responsibilities

Staff approved to work from home must:

- adhere to all SGPS policies and procedures;
- maintain accurate and up to date records of hours worked at home within normal span of hours;
- by agreement, provide authorised SGPS staff or other approved parties with access to the home-based worksite where necessary for matters such as WHS inspections, and retrieval of any company-supplied equipment; and
- take reasonable precautions necessary to secure the company's equipment.

3.2 Supervisor responsibilities

The Supervisor must:

- monitor the WFH arrangements to ensure that agreed work outcomes are consistently being delivered;
- review and sign off on records of hours worked (timesheets) as required;
- monitor and review the WFH arrangements on a regular basis as recorded in the WFH agreement;
- schedule communication meetings including methods of disseminating information to staff who are working from home;
- provide equipment and tools required to perform the tasks required; and
- accurately document the ownership and usage arrangements of the equipment and assets at the home-based site in the WFH agreement.

4 Application for WFH Arrangement

To apply for a WFH arrangement, employees must notify the General Manager or Operations Manager via email. The email must contain the following information:

- Reason for wanting to work from home (e.g. isolating due to viral pandemic);
- period for which employee will be working from home (e.g. 21 May 2020 until safe to return to work);
- a copy of the completed "Working from Home Arrangement Self-Assessment Checklist" (attached in Appendix A).

If staff are unable to access email, please call the SGPS Administration team on 4755 4408, whom will assist in completing an application on the employee's behalf.

Written approval must be obtained from the General Manager, or the Operations Manager before commencement of the WFH Arrangement.

5 Workplace Health and Safety (WHS) considerations

5.1 Staff responsibilities

- ensure the home-based worksite always complies with WHS requirements. The staff member is responsible for all costs associated with compliance.
- report any health and safety risks in the home-based worksite, and notify immediate supervisor of any work-related accident, injury, illness or disease arising from home-based work; and
- maintain a clear delineation of when they are working and when they are not working and maintain accurate records (timesheets).

5.2 Supervisor responsibilities

- ensure staff are properly aware of the relevant SGPS policies and procedures;
- prior to approving a WFH arrangement, the supervisor must ensure the staff member has completed all online WH&S training; and
- investigate any incidents in accordance with company's WHS policy.

6 Communication

The staff member agrees to be contactable and available for communication with the company during the periods in which home-based work is carried out. The methods of communication should be detailed in the WFH agreement.

7 Insurance

The staff member agrees to notify his/her household insurer (if required) of WFH arrangements and provide the name of the insurer to the company. The staff member indemnifies SGPS against all loss or damage to the staff member's property and all claims by third parties in respect of personal injury and property damage except to the extent caused by the negligent act, error or omission of the company.

8 Equipment

SGPS and the staff member will compile a list of equipment used by the staff member in the course of carrying out work at the home-based work site. This list will specify who owns the equipment.

9 Services

Not all on-campus services are available or supportable when used from the Staff Member's Home-Based Worksite. The Staff Member accepts this situation and agrees not to impose any overheads on the company for additional services.

10 Training

As a minimum, all staff, prior to commencing to work from home must have completed the company's WHS induction.

11 Risk assessment

Prior to the commencement of any working from home arrangement a risk assessment must be completed.

12 Costs

A working from home arrangement must be cost neutral to the company.

13 Termination of agreement

Either party may terminate the agreement at any time.

Appendix A

Working from Home Arrangements Self-Assessment Checklist

Prior to approval of any Working from Home (WFH) arrangement, an employee must complete and sign the following Self-Assessment Checklist in relation to his/her proposed home-based work site and submit with WFH application for approval.

Further assistance and guidance can be obtained from the General Manager.

EQUIPMENT	SGPS OWNED	EMPLOYEE OWNED	N/A	COMMENTS
Computer/Laptop (please circle)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wireless Internet Access/Modem (please circle)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Printer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Landline/Mobile phone (please circle)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Desk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ENVIRONMENT	YES	NO	N/A	COMMENTS
Is the floor space free of tripping hazards (cables etc)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the lighting adequate for the tasks being performed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are noise levels acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the room temperature comfortable – heating and cooling as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there adequate power outlets to run the computer and other equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is your house protected by a circuit breaker and the computer by a surge protector?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has your supervisor instructed you in OH&S requirements for working from home?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is modem/wireless internet access available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
IT equipment, software and service requirements have been confirmed with IT Services and can be supported.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the computer monitor approx. 600mm from you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the top edge of the computer monitor at the eye level of the user?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the computer monitor free from glare and reflections from lights?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can the angle or position of the monitor be easily changed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the keyboard at a comfortable tilt angle or flattened for touch typing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Employee Signature: _____

Date: _____

Management Signature: _____

Date: _____