

Appendix 2: Health and Safety Checklist:

Employees are to take personal responsibility to ensure this checklist is accurately completed and maintained for the duration of the Arrangement. Please read "[How to set up a Workstation at Home document](#)" (appendix 3)

Home Office	Yes	No
My home office has at least 6.25 square meters of free space		
The room temperature can be adjusted as required		
There is no excessive noise affecting the work area		
There is adequate lighting for the tasks being performed		
All power outlets, adaptors, and cords are in good condition and not overloaded		
An appropriate dedicated work desk at least 1500mm (L) X 800mm (W) X 730mm (H)		
The seat height, tilt, angle, and backrest are appropriate for use		
The workspace is uncluttered and free of trips, slips, or fall hazards		

I have attached a photo of my Home Office working Environment

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Please provide a copy of the Blended Work Application with the completed Health and Safety Checklist and photo to the CEB, Occupational Health and Safety Coordinator for review.

OHS Coordinator Approval:		Date:	/	/
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For questions about completing the Health and Safety Checklist please contact the Occupational Health and Safety Coordinator 0410 261 338.

For questions about completing the Blended Work Agreement please contact the Manager, Human Resources on 0436 460 275.