



THE UNIVERSITY OF
NEW SOUTH WALES

Working from Home Agreement (The Agreement)

Human Resources
Last updated January 2005

PRINCIPLES

- a. Working from home should be a voluntary and consensual arrangement.
- b. The terms and conditions of employment between the University of New South Wales and employee that apply at the employee's place of work also apply at the home based work site.

1. Implementation procedures

- (a) Prior to an employee being granted approval to commencing work from home the University and employee will designate the home based work site and note this in the schedule to this Agreement.
- (b) The employee agrees to cooperate with the University in all measures to ensure that the home based work site conforms with acceptable Occupational Health and Safety standards. The employee will complete a working from home self assessment checklist (Attachment B).
- (c) The University is responsible for the health, safety and welfare of the employee at work and whilst working at the home based site. The University in conjunction with the employee will monitor that the site and equipment to be used is in accordance with the provisions of the *Occupational Health & Safety Act 2000* (NSW) and UNSW OH&S requirements. The employee is responsible for all costs associated with compliance, unless directed to work from home. If directed to work from home the University is responsible for all costs associated with compliance.
- (d) All Occupational Health and Safety policies which apply at the employee's usual place of work shall, as far as practicable, apply in carrying out work at the home based work site.
- (e) The employee will complete the "Working from Home Self Assessment Checklist" and must attend a "Preventing Overuse Injury" Training session held by the Risk Management Unit either before or as soon as possible after the approval to work from home.
- (f) The employee is required to describe the nature of the home based work to be performed in order that any risk to health and safety can be assessed by their supervisor and the Risk Management Unit (see Attachment A).
- (g) The employee agrees to notify the immediate supervisor of any work related accident, injury, illness or disease arising out of home based work and complete a UNSW incident reporting form.
- (h) The University work unit agrees to furnish the employee with a first aid kit type C as defined in the *NSW Occupational Health and Safety Regulation 2001*. The employee agrees to ensure that the kit is kept at the home based work site and to notify the University if any item requires replacement.
- (i) The employee agrees that the University is not responsible for any liability on the part of a third party who is not an employee of the University at the home based work environment.

2. Equipment

- (a) The University and the employee will compile a list of equipment used by the employee in the course of carrying out work at the home based work site. This list will specify who owns the equipment and/or software. This list will be attached to this Agreement.
- (b) Equipment belonging to the University and for use by the employee at the home based work site will be used solely for the purposes of the University's work by the employee only. All equipment owned or leased by the University will remain the property of the University or lessor, and the employee agrees that the University may have access to the home based work site during hours of work or after provision of 24 hours notice for the removal of the equipment. In removing the equipment the University will take all reasonable care to minimise damage to the home based work site and/or property. If damage to the site is caused by the University's actions, the employer is responsible for repairs, replacement or compensation.
- (c) The University or contracted lessor will maintain the equipment and/or software owned or leased by the University.
- (d) The employee agrees to notify the University if any problems or difficulties arise with the operation of the University equipment and allow access as required to replace, service or repair the equipment.
- (e) If it is agreed that the employee's equipment is to be used at the home based work site for the University's work, the percentage of costs of maintenance, repair and insurance of the equipment will be agreed between the University work unit and the employee. The manner in which consumables will be supplied will also be agreed. These agreements will be documented and attached to this Agreement.

3. Security of assets and information

Security of information shall be as applied for the University's office based employment. It is agreed the employee shall take all reasonable precautions necessary to secure the University's equipment and procedures.

4. Conditions of employment and variations in the conditions of employment

- (a) The terms and conditions of the employment between the University and the employee that apply at the employee's usual place of employment also apply at the home based work site. In particular the following will not be altered by this Agreement:

any applicable legislation, awards or agreements
level of position and related remuneration

- (b) The University and the employee engaged in work at the home based work site may agree to vary any of the terms and conditions of the home based work agreement with the exception of 4(a) above. Any variation must be agreed to by both the University and the employee and must be in writing and attached to this Agreement.

5. Hours of work/overtime

- (a) The employee agrees to maintain an accurate and up to date record of hours worked at the home based work site. The hours to be worked will be within the

normal span of hours of the employee's hours of work, and shall be agreed to and attached to this Agreement.

- (b) The home based work site may be used for overtime provided the work is agreed to by the University and the employee prior to the overtime being carried out. No meal allowance is applicable for overtime performed at the home based work site.

6. Communication

- (a) The employee agrees to be contactable and available for communication with the University during the periods in which home based work is carried out.

7. Performance

- (a) The University and the employee agree to establish and implement an agreed procedure, appropriate to the work, by which the performance of the employee at the home based work site can be monitored. A copy of this must be attached to this Agreement.

8. Termination of the home based work arrangement

- (a) The agreement may be terminated by either party prior to expiry, provided that the party wishing to terminate gives reasonable notice.
- (b) It is agreed that reasonable notice shall be four weeks if the previously agreed period for home based work was for six months: or two weeks if the previously agreed period for home based work was less than six months.

ATTACHMENT A – WORKING FROM HOME SCHEDULE

Employee Details:	
Employee Name:	
Position:	
Home Office Address:	
Home Office Phone:	
Home Office Facsimile:	
Email:	
Days at home based work site:	
Days at University work site:	
Commencement Date:	
End Date:	
Hours of work per week at home based worksite:	
Details of work to be performed at home based work site:	
Asset/equipment list attached:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Working From Home Self Assessment Checklist attached::	Yes <input type="checkbox"/> No <input type="checkbox"/>

Declaration:

I have read and understood the conditions set out in this Working from Home Agreement. I indicate my acceptance of the terms of this agreement by signing below.

Employee:	Signature:	Date:
Head of School / Supervisor:	Signature:	Date:

Please return this signed form (Attachment A) and the signed "Working from Home Self Assessment" (Attachment B) to the **Return to Work Co-ordinator**, Risk Management Unit, who will then forward the documentation to the Director, Human Resources for approval.

Approved:

Director, Human Resources:	Signature:	Date:
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ATTACHMENT B – WORKING FROM HOME SELF ASSESSMENT CHECKLIST

This checklist is to be completed by staff members intending to work from home. This checklist should be completed by the staff member applying to work from home and should be reviewed by the supervisor prior to the staff member commencing a working from home arrangement to determine if the home work area is appropriate and or if any equipment or furniture is required. It is recommended that the staff member should also attend Preventing Occupational Overuse Injury Training.

Employee Details:	
Employee Name:	
School/Unit:	
Phone:	
Email:	

Supervisor Details:	
Supervisor Name:	
School/Unit:	
Phone:	
Email:	

Checklist:	
CHAIR	
The chair is easily adjusted from a seated position (Seat back height & angle, seat height)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
The seat back is adjusted so the lumbar support of the chair supports the lower back	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
The forearms and wrists are parallel to the floor or angled down slightly when chair height adjusted	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
When chair height is adjusted appropriately, the feet are positioned on the ground	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If feet are not positioned on the ground, a foot rest is provided	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Seat back angle is adjusted so user is in an upright position when using keyboard	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
WORKSTATION DESK	
Desk is large enough for the completion of mixed tasks (computer and reading / writing) (<i>Australian Standard 4442:1997 advises this should be at least 1600mm x 800mm</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Desk is between 680mm and 735 mm high	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If desk is height adjustable - is this easily adjusted? Adjusted so forearms are parallel to floor or angled down slightly?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Desk is designed so frequent trunk twisting / rotation is not required	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
User is able to sit close to workstation without any impediment (Check that the desktop is thin, chair arms are not in the way, clear leg room)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If documents are regularly referred to, they can be positioned & supported (ie. use of document holder, or desk slope) to avoid unnecessary neck movement (looking sideways / downwards).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
MONITOR	
Is positioned at approximately an arms distance when in an upright seated position	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is positioned at an appropriate height (<i>neck remains in a neutral position - not required to look upwards or downwards to view monitor</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If using a laptop, this is either raised, or this is positioned on a docking station	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Monitor is positioned away from direct light sources and is free from glare / reflection	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

KEYBOARD AND MOUSE	
Elbows remain close to side of body when keyboard and mouse are utilised	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Mouse is at the same level as the keyboard	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Separate keyboard and mouse is used if utilising laptop compute for extended periods	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
WORK ENVIRONMENT	
Lighting is adequate (able to read / refer to documentation without eye strain)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Noise levels are not distracting from task concentration	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ventilation (natural or artificial) is adequate	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
DATE COMPLETED:	

Actions or equipment required:

List any actions or equipment (eg. document holder, monitor stand) or modifications (eg. workstation adjustments) required:

For further information:

- Contact Annette MacManus (Return to Work Co-ordinator), on 9385 3784
- Refer to UNSW Ergonomic Guidelines:
[http://www.riskman.unsw.edu.au/ohs/policy/\(h\)Ergonomics%20Policy%20Draft%209%20April%202002.pdf](http://www.riskman.unsw.edu.au/ohs/policy/(h)Ergonomics%20Policy%20Draft%209%20April%202002.pdf)
- Attend Preventing Occupational Overuse Injury Training. Workshops are completed monthly (Please see RMU Website for dates <http://www.riskman.unsw.edu.au/ohs/training1.htm>)

Forward completed form to the **Return to Work Coordinator**, Risk Management Unit, or fax to **9663 4203**

Signatures:

Employee:	Signature:	Date:
Supervisor:	Signature:	Date:

Risk Management Review:

Date Received:		
Comments:		
Return-to-Work Coordinator:	Signature:	Date:

Reference List:

Australian/New Zealand Standard: 4442:1997 *Office Desks*. Standards Australia
 Australian Standard 3590.2-1990. *Screen Based Workstations - Part 1. Workstation Furniture*. Standards Australia
Health Safety in the Office, NSW WorkCover Authority, 1993.
Keyboard Workstation Assessment Inspection Checklist, University of Melbourne.
Keyboard Workstation Assessment Inspection Checklist, WorkSafe Australia.