

# ***SAFETY PROCEDURE***

## **SAFETY MANAGEMENT PROCEDURE FOR WORKING FROM HOME**

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## 1. APPROVAL

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## 2. PURPOSE

The purpose of this procedure is to enable a home-based office or other associated outside work environment to be assessed, monitored and controlled and to provide practical guidance to **Insert Your Company** personnel on how to minimize the risk of occupational injury and discomfort in an office or work environment other than a standardized **Insert Your Company** workplace or work environment.

## 3. SCOPE

This procedure applies to all home office workplaces and other non-standard **Insert Your Company** working environments where **Insert Your Company** personnel are permitted to work.

This procedure may also be used as guidance for contractors/subcontractors undertaking work outside of a standardized **Insert Your Company** workplace or work environment.

## 4. TERMS AND DEFINITIONS

Term	Definition
<b>Arrangement</b>	The agreed plan or agreement that has been entered into to manage working conditions in the home or the outside work environment.
<b>Dynamic Muscle Effort</b>	The movement or exertion characterized by a rhythmic alternation of contraction and relaxation or tension and relaxation of muscles.
<b>Ergonomics</b>	The study of the capabilities and limitations of workers in relation to a work system, machine or set task, in the physical, psychological and social environment in which they work, with the aim of promoting the wellbeing, safety and productivity of those workers.
<b>Force</b>	A reaction that tends to maintain the position of an animate or inanimate object to alter the position of, or to distort, the object.
<b>Home Office</b>	The workspace designated in or very near to a person's residence for work-related activities.
<b>Human Factors</b>	The capabilities and limitations of workers in relation to a work system, machine or set task, in the physical, psychological and social environment in which they work.
<b>Musculoskeletal System</b>	The human system that is comprised of bones, joints, muscles, connective tissue and the interaction of these. It provides the body with structure, support, strength, movement and protection.

Term	Definition
<b>Outside Work Environment</b>	Any area or space where work is undertaken other than a standardized Insert Your Company workplace. Where relevant, outside work environment may be used interchangeably with home office.
<b>Syndrome</b>	A collection of symptoms.
<b>Work Cycle</b>	The length of time provided to complete a task or sub-task.
<b>Work Level</b>	The level where the task is performed, such as the work surface height, defined by the thickness of the equipment or the machinery used.
<b>Work Rate</b>	The number of work cycles in a given time period. The rate may be self or machine paced.
<b>Workstation</b>	The place from which a person works, including any equipment, furniture and accessories.
<b>Worker</b>	An employee, a contractor, a sub-contractor, an employee of a contractor or subcontractor, an employee of a labour hire company who has been assigned to work, an apprentice or a student gaining work experience. May also be referred to as 'the worker'.

## 5. ROLES AND RESPONSIBILITIES

### Managers are responsible for:

- Ensuring that consultation with workers is undertaken in tasks or jobs where there are home office considerations.
- Ensuring that workers receive appropriate training, instruction and guidance in safe work practices and procedures.
- Assessing workers with ergonomic limitations in relation to a work system, machine or equipment to ensure the well-being, safety and productivity of workers.
- Maintaining regular communication with workers.

### Workers are responsible for:

- Reporting to management any productivity issues, discomfort or risks to their health and safety.
- Notifying management of any incidents, injuries or illnesses or changes in arrangement circumstances.
- Advising management of schedules, attendance, timesheets, leave and any other entitlement or arrangement.
- Maintaining regular communication with management.
- Maintaining compliance with all Insert Your Company policies and procedures while undertaking work.