

Occupational Health and Safety Checklist
Home Based Work
(to be completed by the Applicant)

SAFETY RISK	REQUIREMENTS	COMMENTS
Computer workstation	Ensure appropriate workstation ergonomics, including equipment. Keep office tidy. Change posture regularly. Closely monitor any aches/pains that arise as a result of computer use.	
Manual handling	Know correct manual handling techniques. Know risks associated with manual handling in home environment. Use appropriate manual handling equipment as required.	
Work equipment	If equipment is University supplied, ensure adequate measures are taken to prevent theft or damage. If equipment is supplied personally, ensure a basic level of adequacy and maintenance is provided.	
Personal Protective Equipment	Identify the need for and use personal protective equipment as required.	
Electricity	Ensure all electrical cords are satisfactorily maintained. Keep electrical cords away from access ways. Ensure RCD protection, particularly with use of all hand held electrical tools.	
Fire	Consider the installation of smoke detectors and fire extinguishers.	
Security	Ensure physical home security is adequate.	
Chemicals	Identify chemical hazards associated with work and any control measures required to prevent injury. Have relevant material safety data sheets available.	
Slip/trip hazards	Check all steps, mats, floor surfaces for slip/trip hazards and rectify.	
First aid	Ensure adequate first aid products are readily available within the home.	