

Asset/Equipment List
Home Based Work

Name: _____

Type of Dwelling: _____

Describe designated work area at the home site: _____

EQUIPMENT- please tick
If the item is not required please mark
Not Applicable (N/A) next to the description

**UNIVERSITY
OWNED**

**EMPLOYEE
OWNED**

Office furniture

Desk:	<input type="checkbox"/>	<input type="checkbox"/>
- Dimensions - Width _____ Height _____ Depth _____		
Ergonomic chair:	<input type="checkbox"/>	<input type="checkbox"/>
Foot rest:	<input type="checkbox"/>	<input type="checkbox"/>
Document holder:	<input type="checkbox"/>	<input type="checkbox"/>
Provision for security of information (eg lockable filing cabinet)	<input type="checkbox"/>	<input type="checkbox"/>

Computer and accessories

VDU/Hard drive	<input type="checkbox"/>	<input type="checkbox"/>
Mouse:	<input type="checkbox"/>	<input type="checkbox"/>
Keyboard:	<input type="checkbox"/>	<input type="checkbox"/>
Laptop:	<input type="checkbox"/>	<input type="checkbox"/>
Laptop riser/external keyboard:	<input type="checkbox"/>	<input type="checkbox"/>
Modem:	<input type="checkbox"/>	<input type="checkbox"/>
Printer:	<input type="checkbox"/>	<input type="checkbox"/>
Software licences (name): _____	<input type="checkbox"/>	<input type="checkbox"/>

Communication

Telephone line:	<input type="checkbox"/>	<input type="checkbox"/>
Mobile phone:	<input type="checkbox"/>	<input type="checkbox"/>

Stationery supplies:

Other arrangements negotiated:

Supervisor's signature: _____

Employee's signature: _____

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.	