Asset/Equipment List
Home Based Work

Name:__________________________
Type of Dwelling:_____________________________
Describe designated work area at the home site:_____________________________

___________________________________________________________________

EQUIPMENT- please tick

UNIVERSITY EMPLOYEE
OWNED OWNED
If the item is not required please mark
Not Applicable (N/A) next to the description

Office furniture

Desk: □ □
- Dimensions - Width _____Height _____Depth _____
Ergonomic chair: □ □
Foot rest: □ □
Document holder: □ □
Provision for security of information (eg lockable filing cabinet) □ □

Computer and accessories

VDU/Hard drive □ □
Mouse: □ □
Keyboard: □ □
Laptop: □ □
Laptop riser/external keyboard: □ □
Modem: □ □
Printer: □ □
Software licences (name):___________ □ □

Communication

Telephone line: □ □
Mobile phone: □ □

Stationery supplies:
___________________________________________________________________
___________________________________________________________________

Other arrangements negotiated:
___________________________________________________________________
___________________________________________________________________

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