



# WORKPLACE HEALTH AND SAFETY POLICY

RESPONSIBILITY:	Manager, People & Culture			
NEXT REVIEW DATE:	July 2025			
DOCUMENT REVISION HISTORY:				
Version no.	Approved	Date	By FAC	By Board
1	Draft	21 Sept 2020	2 Oct 2020	15 Oct 2020
1.1	Update	22 July 2021	6 Aug 2021	20 Aug 2021
2	Draft	4 February 2022	15 February 2022	N/A
3	Draft	25 July 2023	N/A	1 September 2023

## 1. Introduction

Commonwealth Games Australia (CGA) has established the following policy to ensure the ongoing commitment and compliance to workplace safety as per legislation set out in the Occupational Health and Safety Act 2004.

This policy should be read and understood by all CGA employees to ensure they are aware of their ongoing responsibility to ensure safety and wellbeing in the workplace for themselves and others.

CGA takes very seriously its responsibility for the health and safety of all employees and directors and non-employees such as contractors, consultants, volunteers, members and visitors to a CGA environment. Workplace health and safety (WHS) is the responsibility of everyone in the organisation and consultation and collaboration will ensure the best measures are employed to achieve the highest levels of safety and wellbeing in the workplace.

This policy should be read in conjunction with CGA's Ethical Behaviour By-Law and Whistleblower Policy.

## 2. Purpose

All employees have the right to a safe workplace. This Workplace Health and Safety (WHS) Policy provides procedures and guidelines that reflect the legislative requirements outlined in the Occupational Health and Safety Act 2004 (OHS Act). This legislation is the main workplace health and safety law and sets out key principles, duties and rights about WHS.

The objects of the Occupational Health and Safety Act 2004 are:

- a) *to secure the health, safety and welfare of employees and other persons at work; and*
- b) *to eliminate, at the source, risks to the health, safety or welfare of employees and other persons at work; and*
- c) *to ensure that the health and safety of members of the public is not placed at risk by the conduct of undertakings by employers and self-employed persons; and*
- d) *to provide for the involvement of employees, employers, and organisations representing those persons, in the formulation and implementation of health, safety and welfare standards*

CGA considers health and safety to be paramount and it is expected that measures will be taken by all relevant persons at all times to minimise or eliminate risks so far as is reasonably practicable.

## 3. Scope

This policy outlines the ongoing duties and responsibilities of CGA, its employees and non-employees to maintain workplace safety and provides information and procedures to ensure compliance to the legislative requirements.

A series of checklists and guidelines are attached to this policy to assist employees to carry out their responsibilities in relation to WHS.

## 4. WHS Duties

### 4.1 Duties of CGA

CGA is required, as far as is reasonably practicable to:

- Provide and maintain an environment and processes that offer the highest level of protection against risks to the health and safety of employees, non-employees and the public;
- Ensure that the right resources and processes are available to eliminate or minimize identified risks to health and safety;
- Implement adequate systems for receiving, considering and acting on information regarding incidents and hazards;

- Consult regularly with employees and encourage the exchange of information and ideas about risks and measures to eliminate or reduce identified risks; and
- Ensure that employees are informed, supervised and appropriately trained in relation to WHS matters.

#### 4.2 Duties of employees

CGA employees are required to:

- Take reasonable care for their own health and safety;
- Take reasonable care that their actions do not adversely affect the health and safety of other people;
- Comply with any reasonable instruction or directions given by CGA management to ensure compliance with WHS obligations;
- Co-operate with any policy, procedure, or guideline of CGA;
- Promptly identify, report, and record any WHS risks or incidents to the relevant manager in accordance with these procedures; and
- Familiarise themselves with this WHS Policy.

#### 4.3 Duties of visitors and non-employees

If a non-employee attends CGA's office, they must:

- Take reasonable care of their own health and safety;
- Take reasonable care that their actions or omissions do not adversely affect the health and safety of others; and
- Comply, so far as they are reasonably able, with any instructions that may be given by CGA employees regarding WHS obligations.

### 5. Employee Wellbeing

CGA acknowledges that employee wellbeing and good mental health are an integral part of its WHS responsibilities. CGA offers all employees, Board directors and immediate family members free access to the Assure Organisational Wellbeing program <https://assureprograms.com.au/>, which provides a broad range of services designed to improve employee health and wellbeing.

Services offered include but not limited to:

- Counselling – 4 sessions per person, per year
- Wellbeing Coaching – 4 sessions per person, per year
- Financial Coaching – 1 session per person, per year
- Legal Advice – 1 session per person, per year
- Dietary Consultation – 1 session per person

### 6. Infectious Diseases and Vaccinations

CGA has an obligation to eliminate or minimise, so far as reasonably practicable, the risks associated with exposures to diseases which may be preventable by vaccination. CGA may from time to time assess and manage the exposure to infectious diseases to meet or exceed its obligation under current legislation and/or government direction. CGA also includes educating employees about the risks of transmission and prevention of infection.

Employees and other visitors at our workplace or while traveling as part of their duties, may be at risk of exposure to diseases, including some which are preventable by vaccination.

Employees have obligations to take reasonable care for their own safety and to ensure that their acts or omissions do not adversely affect the health and safety of other employees or persons. Employees are also required to comply with any reasonable instruction given by CGA and to cooperate with any reasonable and lawful direction.

Most vaccines provide a high level of protection to transmissible diseases. Vaccines may be identified as a measure to provide immunity for particular diseases or be required to travel as part of the employee's duties. These include, but are not limited to, hepatitis A, hepatitis B, polio, tetanus and Covid 19.

All employees, contractors and visitors that participate in activities that involve environments where exposure to diseases may occur will be provided with information and advice about such activities and the associated risks and how to manage reduce or eliminate those risks.

CGA reserves the right to make a lawful and reasonable direction to their employees to receive vaccinations and immunisations as required from time to time. If an employee refuses to comply with a direction by CGA to receive a vaccination due to medical reasons, a risk assessment process will be undertaken to determine the most appropriate way to provide alternative protection. Consideration will be provided to the way particular diseases are spread.

## **7. Working from Home**

CGA has a duty, so far as is reasonably practicable, to provide a safe working environment for their employees and contractors, even when they are working from home for any given reason or period of time.

Employees must take reasonable care for their own health and safety and comply with any information and instructions given to ensure that home workstations provide a safe work environment. It is important for employees to manage their own in-house safety whilst working from home, including maintaining electrical equipment and installing and maintaining smoke alarms. CGA must be notified about any work health and safety incidents that occur whilst working at home.

A Working from Home (WFH) Checklist containing information about setting up a safe home workstation will be provided to all employees working from home. The Checklist must be completed, signed and returned to the Executive & Office Manager with photos included of the employee seated at their workstation. A copy must be kept on record in the employee's file. A copy of the Working from Home Checklist is included in the appendix attached to this policy.

## **8. Company Property and use of Electronic Equipment**

Employees are responsible for reporting any company property and equipment problems or otherwise, that could create unsafe conditions for themselves or another person. Accidents and damage to company property and equipment must be reported to the Executive & Office Manager immediately. The Executive & Office Manager will conduct a hazard assessment and implement corrective actions to prevent any potential incidents from occurring and then complete all necessary reports and claims.

The use of mobile phones, tablets, laptop computers or like devices in certain circumstances could create unsafe situations or potentially unsafe situations. Employees are to remain stationary when talking on a mobile phone and/or accessing a table/laptop when in an office or like environment. Employees are reminded to follow appropriate legislation when using devices in the car and ensure that they are not accessing a device while using a bicycle or any other machine or any other potentially dangerous activity.

## **9. Air Travel**

CGA may require many of their employees to travel interstate and internationally from time to time to fulfil some of their duties. In the interests of ensuring the health and wellbeing of employees, employees are encouraged to practice in flight exercises as provided in airline manuals to prevent conditions like deep vein thrombosis and use flight aids like compression tights/socks, neck pillows or the like equipment.

## **10. Domestic Violence**

The Fair Work Act defines family and domestic violence as violent, threatening or other abusive behaviour by an employee's close relative that seeks to coerce or control the employee and causes them harm or to be fearful. A close relative is an employee's:

- spouse or former spouse
- de facto partner or former de facto partner
- child
- parent
- grandparent
- grandchild
- sibling
- an employee's current or former spouse or de facto partner's child, parent, grandparent, grandchild or sibling, or
- a person related to the employee according to Aboriginal or Torres Strait Islander kinship rules.

Under the Fair Work Act, employees dealing with the impact of family and domestic violence can:

- Take up to 10 days paid family and domestic violence leave per year
- Request flexible working arrangements
- Take paid or unpaid personal/carer's leave, in certain circumstances.

The leave available to employees as outlined above is described in detail in CGA's "Leave and Work from Home Guidelines" document.

If CGA suspects an employee is being affected by domestic violence, they will not take actions before consulting the employee, unless a crime is witnessed in the CGA office or whilst the employee is working from home. This includes where someone is seriously injured or in need of urgent medical attention, if someone's life is being threatened, or an incident is witnessed.

CGA will seek independent legal advice if an employee is suspected of perpetrating family and domestic violence.

If family or domestic violence is disclosed by a CGA employee to the Manager, People & Culture, their Manager or the CEO, a discussion will occur regarding possible safety measures that CGA can implement to help the employee feel safe in the workplace, such as screening the employee's incoming calls, blocking emails, changing a phone number, or changing working hours or location.

### 10.1 Confidentiality and Assistance

CGA assures employees that privacy and confidentiality will be maintained if family or domestic violence is disclosed by an employee to the Manager, People & Culture or the CEO. CGA will take all reasonably practical steps to keep any information about an employee's situation confidential when they receive it as part of an application for leave. This includes information about the employee taking family and domestic violence leave, including leave records as well as any evidence provided by the employee.

CGA is not prevented from disclosing information if it's:

- Required by law, or
- Necessary to protect the life, health or safety of the employee or another person.

In this case, CGA will work with the employee to discuss and agree on how their confidential information will be handled, if it reasonably practical to do so.

CGA employees may contact the Employee Assistance Program, including during work hours, to confidentially discuss family or domestic violence issues, and it will not be disclosed to CGA Managers that an employee has used the service.

As well as CGA's Employee Assistance Program, the following information is provided to employees who may need assistance:

- Support services
- 1800Respect [www.1800respect.org.au](http://www.1800respect.org.au) 1800 737 732
- Beyond Blue [www.beyondblue.org.au](http://www.beyondblue.org.au) 1300 224 636
- Our Watch <https://www.ourwatch.org.au>
- Lifeline [www.lifeline.org.au](http://www.lifeline.org.au) 13 11 14

- White Ribbon Australia [www.whiteribbon.org.au](http://www.whiteribbon.org.au)
- Men's Referral Service [www.ntv.org.au](http://www.ntv.org.au) 1300 766 491
- Kid's Helpline [www.kidshelpline.com.au](http://www.kidshelpline.com.au) 1800 55 1800

## 11. Accidents and Injuries

All accidents and injuries, whether occurring at work or whilst travelling to conduct CGA business, must be reported immediately to the employee's manager and the appropriate care provided to the employee.

### 11.1 Reporting

A Register of Injuries/Incidents form must be completed and signed by the manager of the injured employee and the Manager, People & Culture. The completed and signed form must be kept on record in the employee's file.

### 11.2 Provision of First Aid

#### First Aid Attendant

As a low risk classified workplace, with less than 50 employees, CGA will have at least one First Aid Attendant who has successfully completed a nationally accredited training course and the competencies required to administer First Aid.

CGA must ensure that the First Aid Attendant's qualifications are current and up to date. The name of the First Aid Attendant is displayed on WHS signage in the kitchen area.

The First Aid Attendant/s must take control in the event of any injury or incident in a CGA workplace environment, where practicable.

#### First Aid Kit

A fully stocked First Aid kit is stored in the office kitchen with WHS signage marking its location. The First Aid Attendant is responsible for monitoring and replenishing the First Aid kit supplies to ensure all items in the kit are available for use.

## 12. Employees' Compensation and Injury Management

Any person who sustains an injury requiring medical attention and/or time off work must complete a Claim for Employee's Compensation form and obtain a worker's compensation medical certificate from the treating doctor. All injuries must be brought to the notice of the employee's manager as soon as possible and the Manager, People & Culture notified.

Together with CGA's insurance company and the employee's treating doctor, CGA will coordinate a suitable return-to-work plan for any employee who requires it.

## 13. WorkSafe Reportable Incidents

Under the (OHS Act), CGA must notify WorkSafe, the State health and safety regulator, immediately after becoming aware that a serious incident has occurred. The Manager People & Culture is responsible for carrying out the reporting process. Failure to report serious incidents to WorkSafe is an offence and may result in prosecution.

### 13.1 Reportable Incidents

CGA must report incidents resulting in:

- Death;
- A person needing immediate treatment as an in-patient at a hospital;
- A person requiring medical treatment within 48 hours of being exposed to a substance; or
- A person needing immediate medical treatment for one of the following injuries: amputation, serious head injury or serious eye injury, removal of skin (example: de-gloving/scalping) electric shock, spinal injury, loss of bodily function, serious lacerations.

CGA must report incidents involving:

- Implosion, explosion or fire;
- Escape, spillage or leakage of any substance;
- Plant or objects falling from high places;
- Collapse of a building structure (or partial collapse);
- Registered or licensed plant collapsing, overturning, falling, malfunctioning; or
- Collapse or failure of an excavation or shoring supporting an excavation.

Reporting an Incident:

1. If the situation remains dangerous or high-risk, notify emergency services on 000
2. Confirm if the incident is reportable to WorkSafe
3. Ensure the incident scene is not disturbed until a WorkSafe inspector arrives, unless it involves protecting a person's health and safety, helping an injured person or making the area safe
4. Notify WorkSafe immediately on 13 23 60
5. The Executive & Office Administrator will complete and submit the online incident notification form within 48 hours and file a copy of all documents in the Share drive.

## 14. Hazard and Risk Identification and Resolution

Legislation requires that hazards identified and the risks from these hazards are removed or controlled.

### 14.1 Reporting

If a hazard or risk has been identified, it must be recorded on a Hazard and Incident Report Form as soon as possible. The severity of the hazard should be assessed as per the Risk Assessment Matrix below and appropriate control measures should be determined and implemented to reduce, or if reasonably practicable, eliminate the hazard. The implemented control measure should be reviewed and adjusted, when and if necessary. The Hazard and Incident Report Form is to be completed by the person reporting the hazard and signed by the Executive & Office Administrator and a copy filed in the Share drive. A copy of the Hazard and Incident Report Form is included in the appendix attached to this policy.

### 14.2 Hazard Identification

Hazards can be identified through:

- Observations within the workplace;
- Incident reporting;
- Register of injuries; or
- Consultation with and feedback from employees.

### 14.3 Risk Assessment

Risk assessment determines the likelihood and the severity of effects to employees exposed to a hazard. The following considerations form part of the assessment:

- Type of hazard;
- Consequence of the hazard – severity of injury or illness;
- Likelihood of the consequence;
- Frequency and duration of exposure;
- Who may be affected;
- Capabilities, skills and experience of those at risk; and
- Layout and condition of workplace.

Risk Assessment Matrix				
Severity	Likelihood			
	Very likely	Likely	Unlikely	Very unlikely
Death or permanent disability	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off	2	3	4	5
First aid needed	3	4	5	6

<p><b>Severity</b> – is a measure of an injury, illness, incidents, or disease occurring. When assessing severity, the most severe category that would be most reasonably expected should be selected.</p>	<p><b>Likelihood</b> – is defined as the potential that an accident will happen that may cause injury or harm to a person. When making assessment of likelihood, you must establish which of the categories most closely describes the probability of the hazardous incident occurring.</p>
--	---

Consequences Table
<p><b>1 and 2</b> Extreme risk; consider elimination of the activity. Otherwise determine controls that are reasonably practicable to minimise the risk</p> <p><b>3 and 4</b> Moderate risk; determine controls that are reasonably practicable to minimise the risk</p> <p><b>5 and 6</b> Low risk; manage by routine procedures</p>

### 14.4 Risk Control

Risk Control involves the decision making process to adopt the most effective measures to eliminate or control and minimise an identified risk. One, or a number of controls can be implemented:

- Remove or substitute the hazard;
- Provide personal protective equipment and training in its correct use;
- Ensure hazards are considered with any new plans to design or reorganise the workplace; and
- Adopt appropriate administrative controls such as establishing procedures and safe work practices.



## 14.5 Review

Control measures and risk assessments should be reviewed periodically to ensure the measures are relevant and effective. This can be achieved through workplace inspections, review of incident investigations and with employee consultation.

## 15. Emergency Evacuation Procedure

In the event of an emergency in or around the CGA office, appropriate instructions will be given by the Fire Warden. If an evacuation is announced, all employees and visitors are to leave the building immediately and assemble in accordance with the evacuation plan.

CGA must ensure that all employees are familiar with the location of the emergency exits and evacuation procedures. Emergency evacuation procedures will be explained during the Induction process and communicated regularly during staff meetings. Details of the evacuation procedure are displayed on the WHS information board in the kitchen area in the office.

All employees are required to participate in the annual building emergency evacuation drill that is organised by the Building Management and conducted by an Emergency Management company.

### 15.1 Role of the Fire Warden

At least one CGA employee is to be nominated as a Fire Warden. The role of the Fire Warden includes the following duties:

- Attend Fire Warden meetings and training as organised by Building Management and update CGA employees on information received during the meetings;
- Assist in implementing and improving effective emergency procedures in the workplace;
- Raise employee awareness about the fire hazards in the workplace;
- Instruct employees on how to respond in an emergency;
- Lead the fire drills and actual evacuation procedures;
- Ensure all employees are accounted for during a drill or evacuation;
- Liaise with the building Chief Fire Warden during a drill or evacuation; and
- Provide help to those requiring special assistance to evacuate during a drill or evacuation.

### 15.2 Evacuation Procedures

- The Fire Warden will advise employees if it is necessary to evacuate;
- Remove people from the immediate danger area if safe to do so;
- Alert people in the CGA office and in the other Level 2 office and dial **000** for the emergency services;
- Evacuate from the building. Take personal items if safe to do so;
- If safe, close your office door when leaving, but do not lock doors;
- Use the nearest stairs and proceed to the nearest exit. Do not use the lift;
- Proceed to the designated emergency evacuation assembly area on the corner of Sandilands Street and Palmerston Crescent;
- Report any missing persons to the Emergency Services personnel;
- Wait for instructions from the Emergency Services personnel; and
- Do not re-enter the building until you have been instructed to do so by Emergency Services personnel.

### 15.3 Safety Equipment

Fire safety equipment is installed in the building as per Australian Fire Standards and maintained quarterly by a Fire Equipment Maintenance Service provider organised by the Executive & Office Manager. Appropriate safety signage is displayed to indicate the location of all safety equipment.

- Fire Extinguisher Locations:
  - CGA office on the wall next to the photocopier
  - CGA office in the kitchen on the wall between the Storeroom and the Meeting Room
  - Lift foyer area of Level 2 in a fire cupboard
  
- Fire Blanket Location:
  - CGA office on the far right in the kitchen wall near the window
  
- Fire Hydrant and Hose Reel location:
  - Lift foyer area of Level 2 in a fire cupboard

### 16. Policy Breaches

State OH&S legislation outlines enforcement options, prosecutions and fines for employers based on the severity and the outcomes of the breach. Directors can be held personally liable for breaches if they fail to exercise due diligence in relation to WHS. Director penalties can involve imprisonment and very substantial fines.

The OHS Act states that employees must take reasonable care for their own health and safety and reasonable care for the health and safety of others who may be affected by their acts.

CGA's Employment Agreements include clauses outlining employee obligations to Workplace Safety and compliance with Policies and Procedures.

Breaches of this policy will be investigated and disciplinary action may be taken depending on the severity and outcome of the breach. Serious breaches may lead to termination of employment as outlined in the Termination Clauses in the Employment Agreement.

### 17. Policy Reviews

CGA reserves the right to amend this Policy from time to time subject to organisational needs or changes in the law. It will be reviewed at least every two (2) years and any amendments will be approved by the CGA Board and updated in the CGA policy register.

# APPENDIX

# Hazard and Incident Report Form



CGA is committed to providing and maintaining the highest level of protection against risks to the health and safety of employees, non-employees and the public. The Hazard and Incident Form is used to document, investigate and remove or minimise identified hazards in the workplace.

This form is used to report Hazards and Incidents, including Near Misses:

**Hazard** – a source or a situation with the potential to cause injury or harm

**Incident** – an event, condition or situation caused by a hazard that did cause harm

**Near Miss** – an incident that had potential to cause injury or harm

Identified **hazards must be removed or remedied immediately** if possible and the corrective action reported. Consult with CGA staff and management to establish the most effective action to rectify the issue and provide this completed report to the Administration Manager. If an injury has been sustained, medical attention will be provided by the first aid attendant or a medical practitioner and an Injury Form must be completed.

1. Details of person reporting hazard, incident or near miss			
First Name:		Family Name:	
Position:			
Supervisor/Manager:			
<input type="checkbox"/> Employee	<input type="checkbox"/> Contractor	<input type="checkbox"/> Visitor	

2. Identify the hazard, incident or near miss	
What best describes the issue?	
<input type="checkbox"/> Hazard	<input type="checkbox"/> Incident <input type="checkbox"/> Near Miss
Date:	Time identified: am/pm
Location of Hazard/Incident/Near Miss:	
Describe Hazard/Incident/Near Miss:	

Why/How is it a Hazard:

3. Rate the hazard

The risk rating of a hazard is based on the combination of likelihood and severity of an injury due to a Hazard, Incident or Near Miss. Use the Risk Assessment Matrix to establish the how serious an injury could be and refer to the corresponding Consequences Table to establish the best corrective action.

Risk Assessment Matrix				
How serious could an injury be?	How likely is it to be that serious?			
	Very likely	Likely	Unlikely	Very unlikely
Death or permanent disability	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off	2	3	4	5
First aid needed	3	4	5	6
<b>Severity</b> – is a measure of an injury, illness, incidents, or disease occurring. When assessing severity, the most severe category that would be most reasonably expected should be selected.		<b>Likelihood</b> – is defined as the potential that an accident will happen that may cause injury or harm to a person. When making assessment of likelihood, you must establish which of the categories most closely describes the probability of the hazardous incident occurring.		

Consequences Table	
1 and 2	Extreme risk; consider elimination of the activity. Otherwise determine controls that are reasonably practicable to minimise the risk.
3 and 4	Moderate risk; determine controls that are reasonably practicable to minimise the risk.
5 and 6	Low risk; manage by routine procedures.

4. Corrective Action Plan – How do you recommend the hazard is controlled?

Consider the best action required to eliminate or control the hazard. Several actions may be required. Consult with the Administration Manager and other CGA staff/management as appropriate to formulate the most effective Action Plan. Do not identify a person to action an item unless you have consulted with them.

1. Eliminate (remove or cease use)
2. Substitute (change use)
3. Provide Equipment (introduce new equipment and training)
4. Implement/change process (review or update process/procedures, provide or update training)
5. Personal Protective Equipment (consider what PPE and training could be required)

Actions recommended to be taken	By Whom	By When

5. Have the control measures been implemented? Administration Manager to complete.

Ensure that staff are updated throughout the process and a completed copy filed in the HR Drive.

Yes     No – provide reason below

Provide comments on action taken to remedy the hazard; or proposed actions to be taken.

Signature:

Date completed:

Copy filed in HR-Documents (1)\WHS\Hazard & Incident Report Form

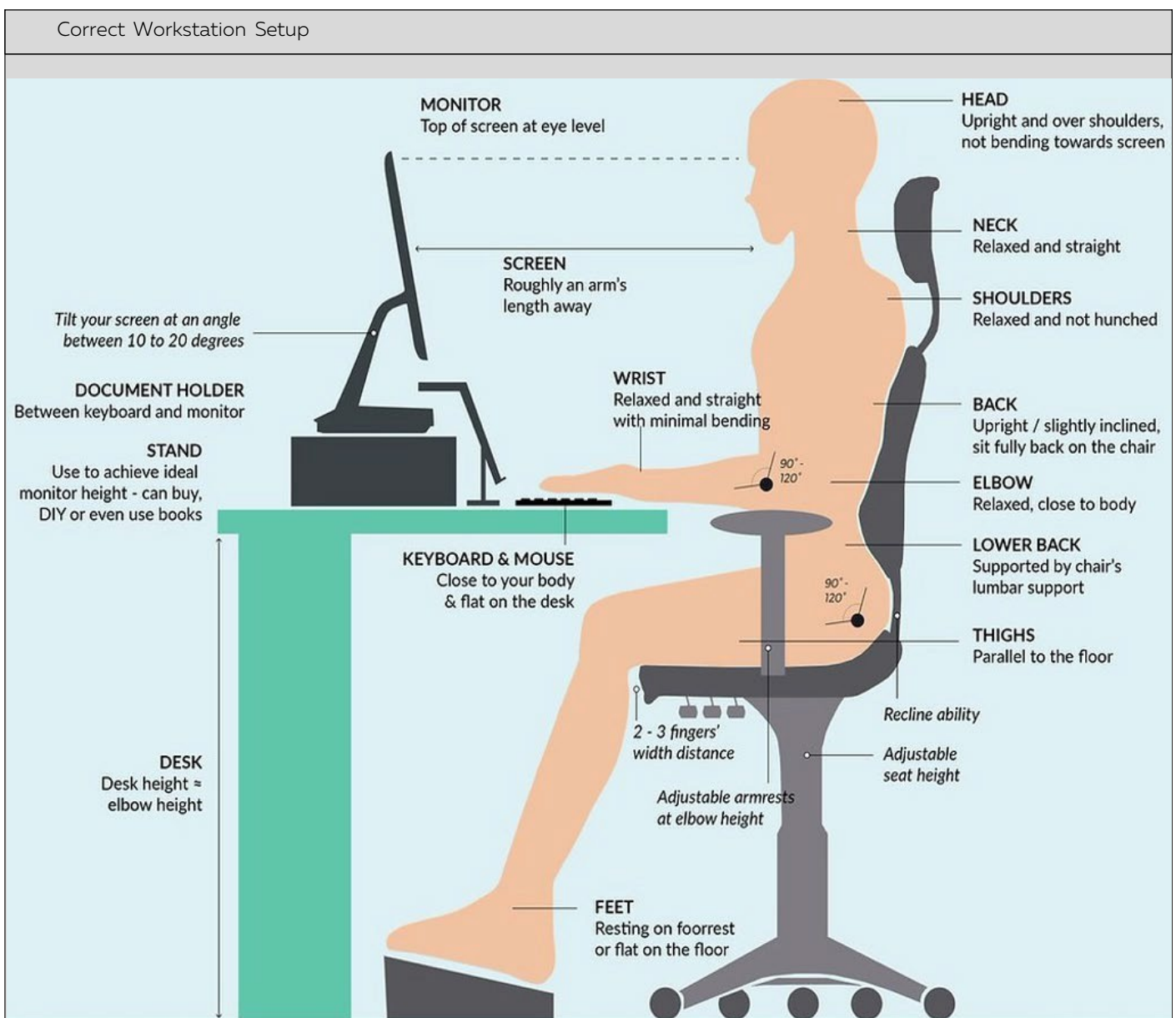
# CGA WORKING FROM HOME CHECKLIST

The Workplace Health and Safety (WHS) Policy outlines CGA's duty so far as is reasonably practicable, to provide a safe working environment for employees and contractors. CGA's commitment to workplace health and safety extends to employees and contractors whilst working from home (WFH).

Employees and contractors must take reasonable care for their own health and safety and comply with any information and instructions given by CGA to ensure that home workstations provide a safe work environment. It is also important for employees to manage their own in-house safety whilst working from home, including maintaining electrical equipment and installing and maintaining smoke alarms. CGA must be notified about any work health and safety incidents that occur whilst working at home.

This Working from Home Checklist provides checkpoints for the setup of a safe working environment at home. It is important to review the use of existing equipment and make the necessary changes to ensure that the safest and most appropriate work practices are in place.

Please read through the checklist, make appropriate adjustments or improvements to your workstation, and have some photos taken of you seated at your workspace. Please forward a copy of the completed and signed checklist with photos to the Administration Manager.



	Equipment Criteria	YES	NO	N/A	Comments
1.0	Chair				
1.1	The chair is comfortable and supports good posture				
1.2	If the chair is adjustable, all mechanisms are in good working order				
1.3	The back support is at an angle of 90-120 degrees to the seat pan (surface you sit on) with approximately a hand width gap between the seat base and the back support				
1.4	The back support fits neatly into the hollow of the back with approximately 2-3 finger- width clearance between the front edge of the seat and the back of the knees				
1.5	When seated at the workstation with hands on the keyboard, the following posture is achieved:				
	<ul style="list-style-type: none"> <li>• Shoulders relaxed and symmetrical, head in midline</li> </ul>				
	<ul style="list-style-type: none"> <li>• Elbows slightly away from the body and slightly higher than wrists</li> </ul>				
	<ul style="list-style-type: none"> <li>• Wrists are straight and forearms horizontal</li> </ul>				
	<ul style="list-style-type: none"> <li>• Hips slightly higher than knees (approximately 90 degrees)</li> </ul>				
	<ul style="list-style-type: none"> <li>• Thighs horizontal and not in contact with the under-surface of desk</li> </ul>				
	<ul style="list-style-type: none"> <li>• Feet flat on the floor or a footrest – ankles at 90degrees (not dangling)</li> </ul>				
1.6	If using a footrest to achieve best posture, it accommodates both feet				
1.7	Chair arms are removed or at a height to allow forearms to be horizontal and the wrists straight				
1.8	The chair is stable (does not slip or roll ) on the floor				
2.0	Desk				
2.1	The desk, whether fixed height or adjustable, is between 690mm and 720mm high and should allow elbows to be at 90 degrees				
2.2	There is sufficient leg room, items are not stored under the desk that encroach on this space or compromise posture				
2.3	If there is an adjustable keyboard shelf, it is adjusted flush with the desk and does not encroach on leg room				
2.4	All frequently used items are within a close comfortable reaching distance				
3.0	Computer Monitor				
3.1	The monitor is directly in front and approximately an arm's reach away				
3.2	The monitor is tilted between 10-20 degrees				



	Equipment Criteria	YES	NO	N/A	Comments
3.3	The top of the monitor is at the same height as the eyes. If wearing multi-focal lenses, adjust monitor to avoid tilting head back				
3.4	The monitor is adjusted to a comfortable level of brightness, contrast and font size				
3.5	The monitor is positioned so light sources, glare or reflections do not impact the screen				
4.0	Laptop				
4.1	The laptop is set up on a table or desk to allow best posture to be adopted				
4.2	The laptop is positioned to keep the wrists and hands in a straight line				
4.3	The screen is adjusted to prevent the neck stretching				
4.4	For long term use an external keyboard and mouse have been set up with the laptop				
4.5	A separate full sized screen has been set up				
5.0	Keyboard				
5.1	Keyboard is positioned so that forearms are horizontal and wrists straight				
6.0	Mouse				
6.1	The mouse pad is directly beside the end of the keyboard on my preferred side				
7.0	General Home Environment				
7.1	There are sufficient levels of ventilation and heating/cooling				
7.2	Access to workspace is clear of clutter				
7.3	Electrical cords are neatly connected and away from the walkways or desk chair				
7.4	Flooring or floor coverings are undamaged and even, with no tripping hazards				
7.5	There is suitable storage space for documents and folders				
7.6	Lighting is adequate and suitably positioned				
7.7	Electrical equipment is in good working order				
7.8	Electric power boards are not overloaded with excessive cords or connections				
7.9	Smoke alarms are fitted and in good working order				
8.0	Work Practices and Physical Activity				
8.1	I stand and stretch at least once per hour				
8.2	Regular and appropriate breaks are taken when completing repetitive activities				
8.3	Posture is checked throughout the day				
8.4	Good manual handling techniques are used when lifting, pushing, carrying : <ul style="list-style-type: none"> <li>• Check that the item is not too heavy</li> <li>• Bend legs to pick up item &amp; keep load close to body</li> <li>• Keep back straight and shoulders in good posture</li> <li>• No twisting, turning or bending</li> </ul>				

I have read the information provided on the CGA Working from Home Checklist and have and I am aware of my obligations to take reasonable care of my own health and safety in the workplace, including any period of time spent working from home. I will notify the Administration Manager of any WH&S issues that need addressing or should I sustain any injury whilst working.

Employee Name:	
Employee Signature:	
Date:	
Photos attached:	<input type="checkbox"/> Yes
Administration Manager Signature:	