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| **Remote working details** – all staff | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **Employee name** | |  | | | | | | | | | | | Employment mode | | | <Select mode> | | |  |
|  | | | | | | | | | | | | | | | | | | | |
| Position title | |  | | | | | | | | | | | Campus | | |  | | |  |
|  | | | | | | | | | | | | | | | | | | | |
| Portfolio | | <Select portfolio> | | Institute/ Directorate | | | | | | | |  | | | | | | |  |
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|  | Please state the address of the **proposed remote work location** | | | |  | **Federation University equipment** to be used at the remote work location | | | | | | | | | | | |  | |
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|  | **Agreement timeframe** – maximum 12 months (annual OHS review required) | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | |  |  | | | | | | | |  |
|  | **Start** date | | Click to enter date | | | | |  | |  | **End** date | | | Click to enter date | | |  | |  |
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|  | **I confirm I have reviewed** the following guides on workstation ergonomics | | | | | | | | | | | | | | | | | |  |
|  | [How to select and use a chair](https://youtu.be/T85PAd0hG3U) | | | | | |  | | [How to work from home on your computer](https://youtu.be/WuxJo-vK_vw) | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | |
|  | [How to set up your workstation](https://youtu.be/jFujvZxx9JU) | | | | | |  | | [How to stay active with computer-based work](https://youtu.be/ULofWmtCfi8) | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | |
| **Workstation environment** | | | | | | | | | | | | | | | | | | | |
| Is the floor space free from tripping hazards (cables, etc)? | | | | | | | | | | | | | | | Yes  No | | | | |
| Is lighting adequate for the tasks being performed? | | | | | | | | | | | | | | | Yes  No | | | | |
| Are noise levels acceptable? | | | | | | | | | | | | | | | Yes  No | | | | |
| Is the room temperature comfortable – heating and cooling as required? | | | | | | | | | | | | | | | Yes  No | | | | |
| Are there adequate power outlets to run the computer and other equipment? | | | | | | | | | | | | | | | Yes  No | | | | |
| Is the computer protected by a circuit breaker? | | | | | | | | | | | | | | | Yes  No | | | | |
| **Workstation size** | | | | | | | | | | | | | | | | | | | |
| Is the desk size suitable for the duties to be performed?  (See [Office-based workstation guidelines](https://federation.edu.au/__data/assets/pdf_file/0020/155441/Office-based_Workstations_Guideline.pdf) - section 2) | | | | | | | | | | | | | | | Yes  No | | | | |
| Is the desk height adjustable? | | | | | | | | | | | | | | | Yes  No | | | | |
| Is the desk height between 680mm–720mm from the floor? | | | | | | | | | | | | | | | Yes  No | | | | |
| Is there adequate leg space to allow free movement under the desk? | | | | | | | | | | | | | | | Yes  No | | | | |
| Is the desk a single, continuous surface? | | | | | | | | | | | | | | | Yes  No | | | | |
| Is a footrest available? | | | | | | | | | | | | | | | Yes  No | | | | |
| **Work surface layout** | | | | | | | | | | | | | | | | | | | |
| Is a document holder used when transcribing from hard copy to computer? | | | | | | | | | | | | | | | Yes  No  N/A | | | | |
| Do you have an appropriate headset? | | | | | | | | | | | | | | | Yes  No  N/A | | | | |
| Are items used frequently within easy reach from the normal working position? (e.g: folders, manuals) | | | | | | | | | | | | | | | Yes  No | | | | |
| Is there adequate easily-accessible storage space for less frequently used items? | | | | | | | | | | | | | | | Yes  No | | | | |
| **Workstation environment** | | | | | | | | | | | | | | | | | | | |
| Is the chair fully adjustable? | | | | | | | | | | | | | | | Yes  No | | | | |
| Does the chair have a five-star stability base? | | | | | | | | | | | | | | | Yes  No | | | | |
| Does the chair have adequate lumbar support? | | | | | | | | | | | | | | | Yes  No | | | | |
| Are your feet flat on the ground or footrest when using your chair? | | | | | | | | | | | | | | | Yes  No | | | | |
| Is the fabric and padding of the chair adequate? | | | | | | | | | | | | | | | Yes  No | | | | |
| **Computer placement, keyboard, mouse and printer** | | | | | | | | | | | | | | | | | | | |
| Is the computer monitor approx. 600mm (arm’s length away) from the user? | | | | | | | | | | | | | | | Yes  No | | | | |
| Is the top edge of the computer monitor at the eye level of the user? | | | | | | | | | | | | | | | Yes  No | | | | |
| Is the centre of the computer screen approx. 400mm above the desk surface? | | | | | | | | | | | | | | | Yes  No | | | | |
| Is the computer monitor free from glare and reflections from lights, etc? | | | | | | | | | | | | | | | Yes  No | | | | |
| Can the contrast and colour of the monitor be easily adjusted to be easy to read? | | | | | | | | | | | | | | | Yes  No | | | | |
| Can the angle or position of the monitor be easily changed? | | | | | | | | | | | | | | | Yes  No | | | | |
| Is the keyboard at a comfortable tilt angle or flattened for touch typing? | | | | | | | | | | | | | | | Yes  No | | | | |
| Is the mouse directly beside the keyboard on your preferred side? | | | | | | | | | | | | | | | Yes  No | | | | |
| Does the mouse glide easily across the mouse pad? | | | | | | | | | | | | | | | Yes  No | | | | |
| Is a printer available? | | | | | | | | | | | | | | | Yes  No | | | | |
| If a printer is available, is it placed within unobstructed reach? | | | | | | | | | | | | | | | Yes  No | | | | |
| Is internet access available? | | | | | | | | | | | | | | | Yes  No | | | | |

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| **Employee** | | | | |
| I confirm that the information provided in this document is true and correct to the best of my knowledge and that I will comply with all relevant University regulations, policies and procedures while working remotely. | | | | |
| **Employee** signature |  | **Date** | Click to enter a date |  |
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| **Manager/Supervisor** | | | | | | | |
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| **Manager/Supervisor** signature | | |  | **Name** |  |  | |
|  | | | | | | | |
| **Title** | |  | | **Date** | Click to enter a date |  | |
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**Following manager/supervisor authorisation**, a copy of this checklist should be sent to:

1. the employee; and
2. People and Culture (via our [People and Culture ServiceNow portal](https://federation.service-now.com/pc)) for filing.

**For queries** regarding this form, please contact [People and Culture](mailto:pc@federation.edu.au) for further guidance.

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| --- |
| **General/professional staff**, please return your approved [**Flexible Work Agreement request form**, with your **self-assessment checklist**](#Flexible). |