

General Checklist for Homeworkers

	YES	NO
Does the company have a policy for those working from home?		
Are the work activities suitable for being carried out from home?		
Is the home environment suitable for the type of work being carried out?		
Has a simple general risk assessment been completed for the home working environment?		
Has appropriate equipment been identified and provided that the employee may need safely complete the duties from home? Such equipment may include computer, a monitor, a desk, a height adjustable chair, wireless mouse/keyboard, etc.		
Have appropriate arrangements been put in place to consider the mental health needs of home workers?		
Office suitable communication procedures in place between the home worker and their manager supervisor?		
Does the employer's liability insurance provide sufficient cover for those working from home?		

Ergonomics of Home Working Checklist

	YES	NO
Do you ensure to spend time away from your desk between computer activities?		
Do you include micro-pauses between keyboard activities to reduce tension by relaxing (e.g., stretching/relaxing hands between activities)?		
Do you ensure that your visual focus is altered at least once per hour during computer work?		
Do you alter your posture regularly during the day?		
Are your elbows level with (or slightly higher than) your keyboard when you are typing?		
Is the back rest on your chair adjustable?		
Is your chair height adjustable?		
Do you have a footrest (if your feet do not lie flat on the floor when sitting on chair)?		
Do you sit with your chin tucked in towards the chest (to align your spine)?		
Is your screen a comfortable reading distance from you (350mm to 750mm)?		
Does your screen present with a clear, stable image, free from glare or reflections?		
Have the monitor and keyboard been aligned so that they sit directly in front of you, to prevent twisting to reach keys?		
Is the keyboard close to your body (to prevent overreaching)?		
Are your most frequently accessed items within easy reach?		
When your shoulders are relaxed with your hands resting on your keyboard, do your upper arms hang naturally with your lower arms at a 90-degree angle?		
When keying or using the mouse, are your wrists straight and in line with your forearm, avoiding any bending to the side or upwards?		
In order to avoid stretching your arm across the desk, is your mouse at the same level as your keyboard and as close as possible to the keyboard?		
When using the mouse, do you have a relaxed grip?		

When using your keyboard, do you have a relaxed keying style to avoid finger stretching?		
Do you regularly experience eye fatigue?		
Are your source documents positioned in line with or close to your monitor and around eye level (preventing twisting or bending of the neck)?		
If yes to the above, have you recently had a review with your optician?		
When seated directly looking ahead, is the top of the monitor at your eye level?		

