

# WORKING FROM HOME POLICY

Canberra Montessori School is committed to taking reasonably practicable steps to minimise health and safety risks to all staff, including those who work from home. This means ensuring the physical layout of the home workplace is safe and without risks to health, and that these standards are maintained by the staff member.

## Definition

### Reasonably Practicable

Reasonably practicable, in relation to health and safety, refers to what is reasonably able to be done when ensuring health and safety, taking into account and weighing all the relevant matters, including:

- a. the likelihood of the hazard or risk occurring
- b. the degree of harm that may result from the hazard or risk
- c. what the person concerned knows or ought reasonably to know about:
  - i. the hazard or risk
  - ii. ways of eliminating or minimising the risk
- d. the availability and suitability of ways to eliminate or minimise the risk
- e. the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

## Scope

This is an organisation-wide policy and applies to all Canberra Montessori School staff (including employees, volunteers and contractors).

## Policy

It is recognised that, depending upon work commitments, some Canberra Montessori School staff may at times work from home or at alternative work locations. Working from home arrangements may be for regular periods of time, or on an ad hoc one-off basis.

Staff who regularly work from home as required by their roster, are required to be party to an individual Working at Home Agreement which outlines the nominated days and hours per week to be worked at home, security arrangements to ensure confidentiality of office documents and electronic files, and arrangements for maintenance of WHS standards.

Ad hoc arrangements to work at home require approval by The Principal. An email record of the request/approval is sufficient. A formal Working at Home Agreement is not required for ad hoc arrangements, however all aspects of this policy need to be observed, including the completion of

the Work from Home WHS Self-Assessment Checklist which is approved by The Principal. If home-based work involves access to computer networks, the supervisor and staff member must ensure that appropriate security arrangements are in place.

Staff undertaking home-based work are requested to follow the same processes for notifying of absences (e.g. sick leave, carer's leave) that apply to all staff. Where required, absences are to be notified as per the usual system.

Staff undertaking authorised home-based work are covered by the same principles of the *Workplace Injury Management and Workers Compensation Act 1998* that apply to staff at Canberra Montessori School.

If a staff member has an accident or sustains an injury whilst undertaking home-based work, the staff member is required to report the injury or illness to The Principal. All accidents and injuries must be reported within 24 hours of occurring. Staff members should be aware that home-based work may not be appropriate for rehabilitation and return to work cases following an injury.

Staff members are solely responsible for checking whether working from home has any impact on any existing insurance arrangements they may have, including public liability or equipment covered by their own home contents insurance, and any obligations they may have to notify their insurer that their home is to be used for work purposes.

## Responsibilities

The Principal and Business Manager are responsible for reviewing work from home arrangements and a staff member's Work from Home WHS Self-Assessment Checklist.

This document will be reviewed every two years using organisation wide consultative processes prior to ratification.

## Related documents

- WHS Policy
- Work from Home WHS Self-Assessment Checklist
- Working from Home Agreement Form

## Relevant legislation/guidelines

- WHS Act 2011
- WHS Regulations 2017 - NSW
- WHS Regulation 2011 - ACT

| Approved by: | Date:    | Next Review Date: |
|--------------|----------|-------------------|
| Principal    | 30/04/20 | 30/03/21          |