

# HIGHVIEW COLLEGE WORKING FROM HOME POLICY



## Responsible – Executive (Operational)

(Ratified every three years)

Adapted from	Maryborough District Health Service	March 2020
Reviewed by	Board Director, Nicole Sweeney	May 2020
		2023
		2026

### Purpose / Policy Statement

Highview College is committed to providing flexible working arrangements that meet operational and team requirements and agreements of the organisation. The purpose of this policy is to set out the conditions of 'Working from Home'.

### Target Audience

All Highview College staff.

### Definitions

- **Employee**

Any person who is an employee of Highview College seeking to enter a Working from Home Arrangement.

- **Home Office**

The area designated by the employee within the employee's home as the worksite in which the employee will carry out the home-based work as per the Working from Home policy.

- **Working from Home**

A formal arrangement where an employee works at home on an agreed basis. This arrangement will be reviewed regularly to ensure it continues to meet operational and team requirements and agreements of the organisation.

- **Hours of Work**

Ordinary hours worked by an employee as rostered and documented in the electronic time and attendance system.

- **Working from Home Self-Assessment Checklist**

A checklist completed by the employee confirming that their Home Office meets occupational health and safety requirements and identifies any possible risks associated with the Home Office.

## Policy

Highview College recognises there are circumstances when employees may be required to work from home to assist the employee balance their home-life or manage their health, or in times when this may be most appropriate for the organisation.

Highview College seeks to provide a fair and reasonable method of managing requests from employees to work from home and ensure those arrangements are mutually beneficial to Highview College and individual employees. Highview College also recognises, however, it is not always appropriate for an employee to carry out part or all of their duties from home and there are reasons why approval of a Working from Home Arrangement may be not be granted or granted with limitations.

The opportunity to work from home is not an entitlement or a right, and can only occur by formal agreement between the Principal and the employee. Either the relevant manager or the employee can initiate a discussion about formalising a Working from Home Arrangement. Unless both parties agree, however, an employee cannot be directed to work from home and Highview College is under no obligation to approve a request from an employee to enter into a Working from Home Arrangement. Requests will be considered on a case-by-case basis, and will apply to a limited range of positions.

In some circumstances, Highview College may request a Working from Home Arrangement be put in place for the health, safety and wellbeing of both employees and consumers.

The following will be considered when reviewing a Working from Home request:

- The nature of the work and the amount of work
- Whether the work can be performed efficiently and adequately away from Highview College and without direct supervision
- The impact on the relevant team/s and if interaction with co-workers can be carried out successfully
- If there will be an adverse effect on the provision of customer service
- Access to necessary equipment and resources required for the Home Office, including IT requirements
- The privacy of Highview College information
- Whether the work can be performed safely in the home
- The risk to the employee and / or a family / household member as a result of the employee remaining in the workplace

Positions which may be considered inappropriate for home based work include those which:

- Carry full-time supervisory responsibilities
- Require face-to-face interaction with students, parents and other staff.

## **Duties**

Employees entering into a Working from Home Arrangement must continue to comply at all times with Highview College's policies and procedures, including ownership of intellectual property and security of information.

The Line Manager and employee should clearly set out the duties the employee will perform in the Home Office as part of the Working from Home Arrangement.

## **Responsibilities**

The Employee is responsible for:

- Agreeing to maintain an accurate and up to date record of hours worked, including work carried out at the Home Office. The hours worked will be within the employee's normal working spread of hours.
- Ensuring they are contactable and available for communication with the manager and other co-workers at Highview College during the agreed working from home hours.

The line-manager is responsible for:

- Checking time sheets for non-teachers, as usual.
- Establishing a means to monitor the performance of the employee carrying out their duties from home.

## **Assets, Equipment and Consumables**

1. Where it has been agreed that Highview College will supply the necessary assets, equipment and consumables to allow the employee to work from home, this will be noted in the Working from Home Agreement.

Highview College will:

- Maintain the equipment
- Supply a reasonable amount of consumables such as stationery and computer paper. These must be detailed in the Asset and Equipment List in the Working from Home Agreement
- Provide access to school intranet an employee who has been approved to work from home where appropriate

The employee must:

- Use the method specified by the College to access school resources.
- Not service, repair or upgrade College equipment.
- Not damage the equipment.
- Contact the College IT team if there are faults with College IT equipment
- Contact the College Maintenance team if there are faults with non-IT equipment

- Not use the equipment for any other purposes except for the duties in the Working from Home Arrangement.
  - Supply, install and maintain their own internet service using a private internet provider.
  - Direct all internet service issues to the private internet provider.
2. Where the employee provides their own equipment, they are responsible for:
- Paying for all repairs and maintenance to their own equipment.

### **Insurance**

It is the responsibility of the employee to determine whether a Working from Home Arrangement will affect their household insurance policy, mortgage or leasing arrangements. It is the responsibility of the employee to bear any additional costs incurred as a result of the Working from Home Arrangement.

### **Illness**

Where an employee is ill or injured and unable to perform their duties from their Home Office, the employee must notify their manager as per the relevant policy.

### **Occupational Health and Safety**

- The employee must ensure the Home Office (work area) complies with occupational health and safety requirements at all times.
- If the Home Office is not compliant, it is the employee's responsibility to pay for all compliance costs.
- If working from home on a regular basis rather than an ad hoc basis, an Occupational Health & Safety assessment of the home environment must be carried out. The employee must complete the Working from Home Assessment and provide photographs of their home workplace to their manager prior to approval of an arrangement. Alternatively, the employee may request an on-site assessment by the designated Highview College OH&S Officer.
- Your Line Manager has the responsibility for providing advice, when requested, on the completed Working from Home Self-Assessment Checklist.
- If approved for a Working from Home Arrangement, the employee will be covered by WorkCover insurance if performing work for Highview College in accordance with the Working from Home Arrangement. The College insurer determines whether a claim is accepted or not, based on the information provided to it and the terms and conditions of the policy.

## **Utilities**

The employee is responsible for costs associated with utilities connected to the Home Office, including electricity, gas, heating, internet access, telephone lines and personal mobile phone usage.

## **Third Party Liability**

Highview College will not be liable for any liability, loss, damage, costs or expenses incurred or suffered by any person arising directly or indirectly out of or in connection with the Working from Home Arrangement including, but not limited to, any liability, loss, damage, costs or expenses as a result of faulty equipment except where caused or contributed by the negligence of Highview College.

## **Assessment**

All requests to work from home must be submitted to the relevant Line Manager and be accompanied by a completed Working from Home Self-Assessment Checklist. Subject to the Principal's approval, a Working from Home Arrangement will be completed and signed and kept on the employee's personnel file.

## **Key Aligned Documents**

Working from Home Self-Assessment Checklist  
Working from Home Arrangement

## **Key Legislation, Acts & Standards**

Fair Work Act 2009  
Privacy Act 1988  
Occupational Health and Safety Act (Vic) 2004  
Equal Opportunity Act

## **References**

*Working from Home Policy – Maryborough District health Services*

## **Appendix A - Working from Home Assessment Checklist**

## APPENDIX A - WORKING FROM HOME ASSESSMENT CHECKLIST

In accepting a Working from Home Agreement, the home becomes the extension of the of the College workplace. Injuries sustained while a person is working at home under such an agreement may be covered under worker’s compensation. Therefore the Line Manager must be confident that the home workplace presents an acceptable level of risk. The primary consideration is the home workstations but the general environment must also be considered.

### Person Working from Home

DETAILS	Please complete
Employee’s Name	
Employee’s Position	
Line Manager’s Name	
Address where ‘Working from Home Arrangement’ is to be fulfilled	

### PART 2 - Resources

Assets and consumables supplied by Highview College (attach list if needed)		
Item Description	Serial / ID Number <i>(if applicable)</i>	Quantity
Laptop		
Laptop power cord		
External mouse		
Wacom Tablet		
Camera		
Headset		
Whiteboard		
Office Chair		
Adjustable Standing Table		

Desk top screen		
Keyboard		
Printer		
Other		

**Process**

Step 1 Read checklist thoroughly

Step 2 Organise workspace according to diagram

Step 3 Ensure all leads are tested & tagged

Step 4 Test chair for compliance

Step 5 Measure workspace for minimum clearances and clear zones

Step 6 Re-read checklist and re-visit workspace

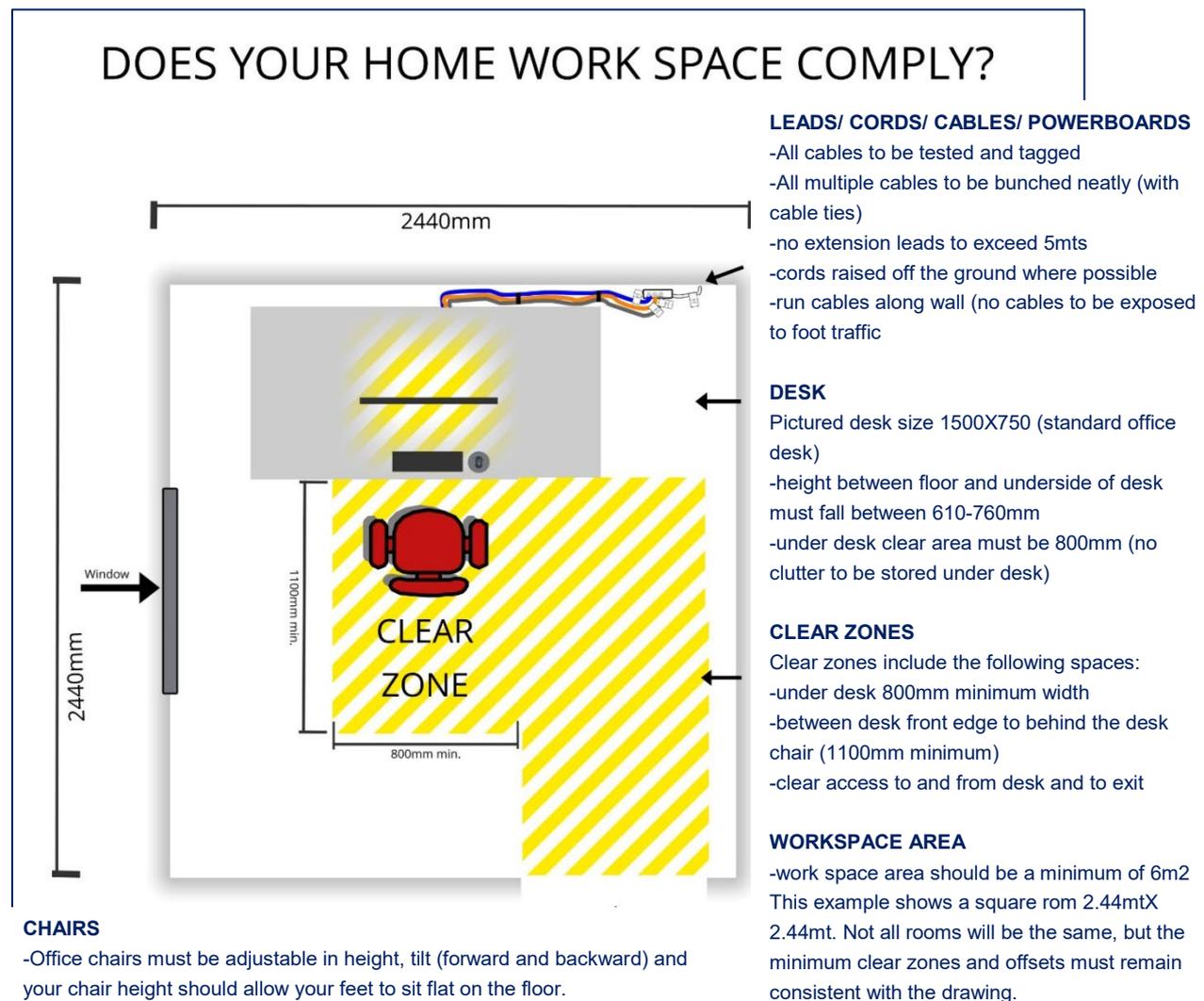
Step 7 Complete the form in full, ensuring all items are 'ticked' for compliance

Step 8 Attach photos and submit completed form to your Line Manager

## OH&S Assessment

DETAILS	Please complete
Name of OH&S Rep completing assessment <b>OR</b> Self-assessment	
Assessment Date	

Refer to this diagram for clarification of safety requirements.



	SAFETY REQUIREMENTS	✓	Comments
<b>1</b>	<b>WORKSPACE AREA</b>		
1a	Minimum of 6m <sup>2</sup>		
1b	Example plan shows indicates a square room 2.44mt X 2.44mt. Not all rooms will be the same but the minimum clear zones and off sets must remain consistent with the diagram.		
<b>2</b>	<b>CLEAR ZONES</b> Clear Zones include the following spaces:		
2a	Under Desk (800mm minimum width)		
2b	Between desk front edge to behind the desk chair (1100mm minimum)		
2c	Clear access to and from desk and to exit		
<b>3</b>	<b>DESK</b>		
3a	1500mmX750mm (standard Office desk)		
3b	Height between floor and underside of desk between 610mm-760mm		
3c	Under desk clear area must be minimum 800mm (no clutter under desk)		
<b>4</b>	<b>CHAIR</b>		
4a	Adjustable in height		
4b	Back support is at least 40cm high		
4c	Able to tilt (backwards & forwards)		
4d	Chair height should allow your feet to sit flat on the floor		
4e	A five star chair base is preferable as this is the most stable		
<b>5</b>	<b>MONITOR</b>		
5a	Monitor must be positioned to a height that is comfortable at a seated position, to ensure posture remains upright		

5b	Laptops are considered temporary as they do not allow for adjustments They should either be raised on a desk riser or connected to an external monitor, which is adjustable		
5c	Screen monitor is recommended at arm's length from seated position.		
<b>6</b>	<b>LIGHT</b>		
6a	It is recommended (as shown in diagram) that windows, where possible be perpendicular to arranged desk position. This reduces glare to work computer.		
6b	A lamp behind the computer will light the user for video clarity		
<b>7</b>	<b>LEADS, CORDS, CABLES</b>		
7a	All cables to be tested and tagged		
7b	All multiple cables to be bunched neatly together (with cable ties)		
7c	No extension leads to exceed 5 mts		
7d	Cords raised off the ground where possible		
7e	Run cables along walls (no cables to be exposed to foot traffic or chair movement)		
7f	Avoid piggybacking double adaptors and powerboards		

If self-assessing, please submit this checklist with photos to illustrate compliance with these measures.

Contact [OHS@highview.vic.edu.au](mailto:OHS@highview.vic.edu.au) if you need assistance to be complaint with these safety requirements.