

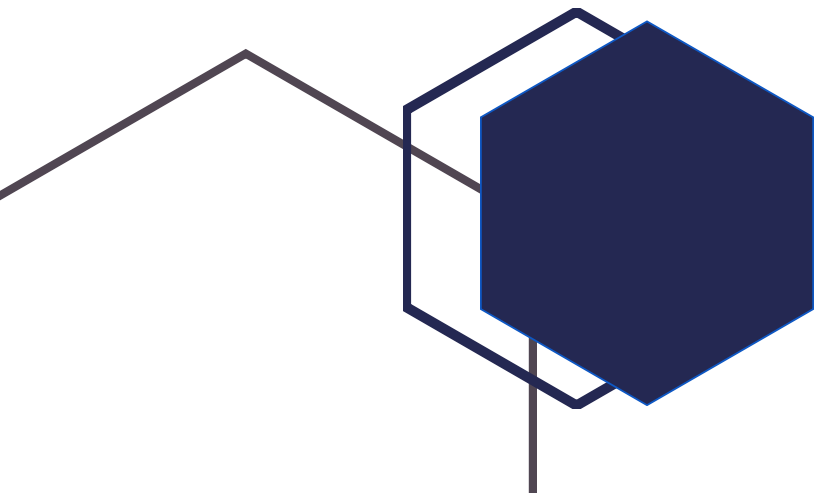


**brennan
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COVID-19 Working from Home

A Guide for Principals, Teachers and School Staff



- 1. This checklist and guide have been prepared as part of the response to COVID-19 and the new measures requiring teachers to work from home where possible.**
- 2. Please read the document carefully before completing the checklist.**
- 3. This guide is to assist you in managing your health and wellbeing while working from home.**
- 4. The checklist should be used to assess your workspace at home, assisting you to identify any potential hazards and bring these to the attention of the relevant persons. The checklist should be followed as far as practicable. If you need further resources to better meet the checklist, please contact the school Principal.**
- 5. If you have a pre-existing injury or illness please follow the superior advice of your health care professional. If you have any concerns about this checklist in light of the injury/illness please contact the Principal.**
- 6. Please inform the Principal if your living/working arrangement changes in any way that affects you or a colleague.**
- 7. Please use this guide in conjunction with all applicable school policies and procedures.**

How to use this guide

PART ONE: YOUR WORKSPACE

Note: If you require equipment or resources, or are unsure how to do something, please contact the Principal as soon as possible.

Laptop/ Computer

- Take breaks from staring at the computer and wear glasses if necessary to do so
- Computer screens should be at eye level (i.e. not requiring your spine to curl down)
- Computer screens should be arm's length away and positioned in your central view
- Adjust the screen height (if necessary) with bolsters (you could use a stack of books)
- Adjust as necessary if you wear bifocal glasses
- If using a laptop, elevate screen and use a keyboard if possible

Chair

- Use a purpose desk chair, adjusted to your height so that your forearms are parallel with the desk/table and feel supported
- Ensure chair is placed on an even surface
- Sit upright with back rest slightly reclined or upright (not forward)
- Do you need some foot support to maintain correct posture?
- Remove any tripping hazards such as computer cords or leads

Desk

- Ensure you are working on a flat surface
- Desk should allow forearms to be parallel to tabletop
- Arms should feel supported
- Ensure there is ample workspace

Keyboard/Mouse

- When typing wrist should be upright and unsupported
- Wrists should never be in an extended position
- If using a mouse, ensure you use your whole arm (rather than just your wrist) and use the middle finger to 'click' (as opposed to the index finger)
- Allow adequate space to move your mouse in your workspace

Online Meetings and Classrooms

- Ensure you are in a comfortable position and meeting above guidelines
- Use appropriate headphones/earphones that do not strain your neck
- Be aware of how loud your volume is so as to avoid ear strain or injury
- Ensure, where necessary, confidential or sensitive information is not visible to meeting participants
- Ensure confidentiality of meeting content is protected from others in your home, if applicable (e.g. by wearing headphones)

PART TWO: WORK HOURS

- Take regular breaks, with a minimum requirement of standing up every 30 minutes
- Stretch frequently
- Take morning tea break and lunch break, as normal
- Connect with your colleagues
- Ask for help if managing the workload is too much

PART THREE: USEFUL RESOURCES

- Continue to connect with and share resources with your colleagues
- **Scanning:** If you need to “scan” a document, a helpful App is, Microsoft Office Lens - PDF Scanner (available free on the App Store)
- Ask if you feel something is missing

SCHOOL POLICIES

Please refer to all relevant school policies including but not limited to:

- Workplace Health and Safety
- Confidentiality and Information Management
- Technology Use
- Conduct of Behaviour

Please follow the guidelines as far as practicable and engage with the Principal if there is something further that can be done to support you.



Remote Working Safety Checklist

Please complete self-assessment checklist and provide a copy to the Principal. Please ensure that any areas requiring attention are made known to the school Principal as soon as practicable. **If any changes in circumstances occur after submission of this checklist please contact the Principal as soon as practicable.**

Work organisation			
Item	Yes	No	Action
Do you understand your new work roster?			
Do you understand the health and safety risks of working remotely?			
Are you aware that any changes in your health and safety (including accidents and illness) need to be reported to the Principal as soon as practicable?			
Are you aware of how to contact the Principal?			
Are you aware of how to contact IT?			
Are you familiar with the school's policies and procedures relating to health and safety?			

Working area			
Item	Yes	No	Action
Do you have a safe, secure and private place to work?			
Does this workspace allow you to effectively, safely and confidentially discharge your work obligations?			
Do you have safe access and egress to your workspace and equipment?			
Do you have access to all necessary equipment?			
Do you have an appropriate desk and chair that can be adapted for your needs?			
Are you comfortable to read your screen whilst able to sit tall and look straight ahead?			
Do you have/need a separate mouse and/or keyboard?			
Are any cables secure so as to not be a tripping hazard?			

Are there an adequate number of well positioned and in good condition power points or boards in place to ensure power points are not overloaded?			
Is equipment in good working order and condition?			

Working area environmental			
Item	Yes	No	Action
Can you concentrate in your workspace?			
Does it have access to natural light?			
Does it have access to additional lighting without eye strain?			
Is the temperature and airflow comfortable?			
If there is glare on your screen, can this be controlled?			

Confidentiality and child safety			
Item	Yes	No	Action
Are you familiar with the school's confidentiality requirements?			
Are you aware of your continued obligations for child safety?			
Have you taken all reasonable precautions to ensure confidentiality of student information, including when conducting online meetings?			
Is your workspace secure as to be able to comply with the relevant policies? (e.g. password protected laptop)			
If equipment is supplied by the school, do you have measures to prevent theft or damage?			

Hazards and emergency			
Item	Yes	No	Action
Do you have a smoke detector?			
Do you have access to a first aid kit?			
Are floors in safe working order? (I.e. no damaged tiles, non-slip, free of hazards)			

If applicable, do any stairs have handrails?			
If applicable, do you have a Bushfire Plan in case of evacuation?			
Is your general physical home security adequate?			

Communication			
Item	Yes	No	Action
Are you able to contact the Principal?			
Are you clear who you report to?			
Can you easily contact your team members and colleagues?			
Do you have access to the internet?			
Can you easily and appropriately contact students?			
Do you require additional support/training on use of communication equipment or software?			
Are you aware of support services, including Beyond Blue?			

Other			
Item	Yes	No	Action
Do you have access to outdoor spaces?			
Have you identified potential distractions and reduced them where possible?			
Have you committed to following the 'school day' as far as practical in so far as taking a break for morning tea and lunch?			
Do you have other health or safety concerns? If so, please list.			

Anything Else?			
Item	Yes	No	Action
Are there any OHS issues, hazards, injuries or illnesses that you are aware of that may affect your ability to work safely from home? If yes, please list below so the Principal can discuss these with you.			
Are your contact details, including emergency contact person, up to date on the school file? If no, please note below so they may be updated.			
Comments			

This is meant as a guide only and should not be taken as legal advice. We recommend this guide be professionally tailored to your individual circumstances and requirements. Always seek legal advice if you have any concerns.