

ENVIRONMENTAL

My workplace:

- Is clear of tripping hazards (e.g. electrical cords, loose floor materials [carpets, rugs], transition between different floor surfaces)
- Is free of obstructions allowing free movement within my working space
- Chairs with castors are on a surface that will not see the chair slip when sitting or standing up
- Temperature can be maintained so it is comfortable for all seasons
- Has good ventilation
- Lighting is appropriate for the task and does not cause glare off my screen

EMERGENCY MANAGEMENT

I have:

- Working smoke alarms
- Exit points that are clear of clutter
- An evacuation plan and a designated assembly point away from my home (e.g. down the street at a signpost)
- A lockdown plan if there is an external risk
- The [VicEmergency](#) app on my phone and computer
- Emergency numbers stored on my phone. (Report any incidents during work hours, and anything you believe is work related, through an [Injury Report or Hazard/Near Miss Report](#))
- A well-stocked first aid kit
- Updated my personal details in Employee Self Service so they are current and include an emergency contact and next of kin (where applicable)

Warning – Uncontrolled when printed! The current version of this document is kept on the University website.

MENTAL AND PHYSICAL HEALTH

I do:

- Take regular breaks. (Consider downloading [Workrave](#) to remind you)
- Include regular stretching exercises as part of my workday, such as:
 - [Routine 1 - Neck and shoulders](#) (3 minute 30 second video, 101MB)
 - [Routine 2 - Neck, arms and back](#) (3 minute 30 second video, 102MB)
 - [Routine 3 - Hands and arms](#) (3 minute 40 second video, 100MB)
 - [Routine 4 - Hands, arms and shoulders](#) (3 minute 16 second video, 91MB)
- Have regular catch-ups with my manager and other staff members
- Inform HR and/or my manager if I have a medical condition that may affect my work or safety while working from home
- Access [HR resources](#) on mental and physical health
- Access Covid-19 [mental health resources](#) from DHHS

ERGONOMICS

I have:

- Referred the '[Office-based workstations guideline](#)' and completed an "Ergonomic self-assessment checklist", including:
 - [How to select and use a chair](#)
 - [How to set up your workstation](#)
 - [How to work from home on your computer](#)
 - [How to stay active with computer based work](#)
- Contacted Risk, Health and Safety and arranged a phone meeting to run through the checklist if I need extra support

Warning – Uncontrolled when printed! The current version of this document is kept on the University website.