

Policy

Subject: RCPA Staff Working from Home
Approval Date: March 2008, November 2013
Review Date: March 2017
Review By: OH&S Officer, CEO, Board of Directors
Number: 2/2008

RCPA staff working from home

The RCPA is committed to providing a safe working environment and safe systems of work as far as is reasonably practicable for all its employees, including staff who work from home, in accordance with Occupational Health and Safety ('OH&S') legislation.

Occasional work from home for a few hours does not require formal application although approval must be obtained from the individual's manager and managers should be mindful that duty of care responsibilities still apply. For employees who wish to work from home for regular periods of time, the following conditions shall apply:

- Promoting flexible working arrangements has mutual benefits, however the opportunity to work from home is not a right, and can only occur by formal agreement between the RCPA and the employee.
- The area of the private dwelling to be used as the worksite must be clearly identified and recorded in a 'Working from Home Agreement' (the Agreement). The designated home-based site would not normally include a whole dwelling.
- It must be established that the environment and the equipment to be used are safe, that the duties are suitable to be done at home, and that the employee has the information and training required to perform those duties safely.
- An employee seeking to work from home must complete a 'Working from Home Report' (the Report) available in the shared drive under operations/forms/working from home report and review this with their manager and the RCPA Safety Officer.
 - Where the employee has confirmed in the Report that all requirements have been met and all OH&S Policies & Procedures have been complied with, no home based inspection will be required.
 - Where the employee has been unable to confirm that all requirements have been met, a home-based site inspection will be done by the manager and/or Safety Officer, who must be satisfied as to the suitability of the proposed working from home arrangements.
 - When the manager is satisfied that there are no additional OH&S risks associated with the employee working from home, the Agreement and the Report shall be signed and placed on the employee's personal file.
- The RCPA will not normally pay to adapt the working environment at home, so any required adjustments must be undertaken prior to the Agreement being signed.
- Appended to the Agreement will be

- A list of the equipment required to work at home (e.g. telephone, computing equipment and stationery), detailing who owns each item and is responsible for its maintenance and insurance.
 - Agreed days and hours of work and a procedure for recording work hours including actual starting and finishing times for worker's compensation purposes.
 - Contact arrangements designed to ensure that service delivery is not adversely affected. The employee's home contact details will not be provided to other people unless the employee has agreed in advance.
 - An agreement as to arrangements regarding posting of mail, use of couriers
- Staff working from home must comply with requirements of their position descriptions. Normal performance assessment and management processes will apply. All policies that apply to employees of the RCPA in general shall, as far as practicable, apply in carrying out work at the home-based site.
 - The Manager and the employee must ensure that arrangements are in place for the security of the computer network and that the employee whilst working from home will abide by the standards and guidelines as defined in the relevant RCPA policies.
 - Employees must co-operate with the RCPA in its efforts to comply with OH&S requirements. The consent of an employee working from home is required before access can be obtained to a home-based site. Reasonable access should not be denied for reasons that include:
 - routine maintenance of equipment and supplies;
 - assessing and monitoring security arrangements of equipment and documents;
 - OH&S inspections;
 - incident investigation; and
 - supervision.