

## 1. Purpose

**Belelmo Pty Ltd** Essential Business Training - RTO 91492 recognises the right of all staff to work in a safe workplace, this includes the home environment when working from home. The RTO also recognises that it is challenging to maintain balance and that working from home may assist in finding a better work-life balance.

## 2. Policy Statement

The RTO recognises the role working from home may have in assisting employees balance the demands of work with family or other personal responsibilities. However, working from home is a privilege, not a right.

Employees may only work at home with prior authorisation from their manager, or where otherwise required by law. Employees who wish to work from home on agreed days should discuss the matter with their manager in the first instance and if given permission to work at home, must:

- work with the Company to ensure that all reasonable steps are taken to ensure your safety when working at home;
- comply with all directions given by their manager; and
- comply with this policy and any other workplace policies.

If employees have any questions about this policy, they should contact RTO Manager.

This policy should be read in conjunction with Work Health and Safety Policy and Procedure

## 3. Assessment of home working environment

Integral to the success of working from home is ensuring the responsibilities that are in place in the office are carried through to the work environment in the home. This includes but is not limited to work health and safety practices and procedures, IT, and performance expectations.

If you are considering working from home, you will be asked to complete a self-assessment of your home workplace, or to allow the Company or a Company-nominated representative to have access to your home workplace to review the equipment, safety and suitability of the working location.

Working from home WHS checklist and declaration must be provided along with photos of the workspace, these will be held in the employee's file. Employees are required to resubmit these annually.

If your proposed workplace does not meet with the required standards, your request may be declined. Any correction required to your home workspace will be your responsibility. We are not responsible for any related costs.

## 4. Risk Assessment

When considering the suitability of your home working environment, some of the following aspects should be considered in addition to any other work health and safety requirements:

- physical activity and ergonomic environment – adequate breaks for stretching and changing posture are taken, with posture being comfortable and in line with ergonomics principles. Any lifting, pushing or carrying type tasks must be performed within your physical capabilities with trolleys or other appropriate instruments to be used for any heavy or awkward items;
- work environment – the level of illumination and location of lighting fixtures is suited to the task being performed. The location, height and other physical characteristics of furniture and equipment such as your computer and keyboard are suited to the task. Trip hazards are identified and removed, with the workstation segregated from any hazards in the home such as hot cooking surfaces. Equipment should also be safe and properly maintained;
- emergency process – the path to the exit is reasonably direct and free of hazards and obstructions to allow for an unimpeded passageway to the exit;
- electrical – power outlets are not to be overloaded and circuit break protection should be in place. Any wires should not be frayed or pose a risk to health and safety;
- employee isolation, longer hours and/or mental health – ensure that you are managing your working hours and time appropriately, and notify your manager promptly if there are any issues doing so while working from home.

Other considerations are included within the Working from Home WHS Checklist.

### 5. Employees – your responsibilities

As an employee, while at work and regardless of the location (including when working from home), you must:

- take reasonable care for yourself and the health and safety of persons who are at your place of work;
- comply with health and safety requirements and our work health and safety policy, including taking all necessary steps to eliminate or minimise hazards and risks to your safety, safeguarding your own health and safety and that of any others in your home;
- report promptly to your manager any work-related incidents and complete any workplace incident report forms;
- ensure that any Company assets (including furniture, equipment, computers, mobile phones and other technology) are managed and kept secure in accordance with any information management, confidentiality and communication technology security processes or policies. This includes taking suitable precautions to prevent theft or misuse of Company equipment and information, unauthorised disclosure of information, or unauthorised access to Company systems;
- comply with the Company's IT processes and policies, ensuring that adequate internet access is in place;
- use equipment in accordance with any instructions supplied by us and/or the manufacturer or supplier;

- ensure your workplace meets the standards communicated by the Company and any required self-assessment;
- comply with all directions given to you by us including attending the workplace where required;
- be diligent in your work practices and continue to meet the performance requirements of your role;
- be contactable on your phone and/or any other communication channels as required during business hours, and available to dial into any meetings and to receive any communications sent by their colleagues or manager; and
- comply with your contract of employment and any other policies.

If you are unable to work because of illness or injury on a work from home day, you must notify us of the illness or injury in accordance with any personal/carer's leave policy or processes.

Any Company property and equipment, including at your home office must be returned to us when your employment terminates.

Employees working from home are managed in the same way as all other employees. Please note that permission to work from home may be withdrawn by us at any time, including where we have concerns relating to your performance or conduct as an employee, or to meet operational and/or staffing requirements.

Note: Student files and information should not be stored in locations that do not meet the Australian Privacy Principles, this includes trainer's homes and vehicles. Trainers are encouraged to take a scan of documentation prior to sending all original documentation to the head office.

## 6. Policy Review

This policy will be reviewed each year and as a standing item, include details of the date it was reviewed and any changes.

- November 2022 – Initial creation

## Policy Additions or Amendments

Separate to the mandated annual review, the policy may be varied at any time due to legislative changes or to fall in line with widely accepted best practices in the workplace. In the event of any changes, the policy will be updated, and relevant stakeholders advised.

<NAME> (Position)