



**brenniston**  
NATIONAL STANDARD

## WORK FROM HOME CHECKLIST

To combat the spread of the COVID-19 virus, Australian federal and state governments are strongly encouraging people to work from home.

Australian employers are still legally obliged to maintain WHS standards for staff who are working from home. This checklist is guided by the Australian Government's risk-assessment criteria for WHS.

### Work From Home Environment

- Work area level with limited use of mats or rugs
- Lighting appropriate for work being undertaken
- Proper ventilation and heating/cooling
- Walkways clear of clutter and trip hazards
- Path to exit reasonably direct
- Appropriate handrails on any stairs
- Fully stocked first aid kit easily accessible
- Working smoke detector installed
- Fire extinguisher readily available
- Connectors, plugs and outlet sockets in safe working order

- Electrical equipment is free from any obvious external damage
- Power outlets not overloaded with double adapters and power boards
- Electrical cords safely stored

### Work From Home Work Area

- Adequate leg space under work area
- Footrest is available if needed
- No sharp contact points on work area or other equipment
- Chair seat height, seat tilt, angle and backrest all adjustable
- Chair with stable base and free movement
- Chair with adequate lumbar support
- Sitting posture upright or slightly reclined, with lower back supported
- Lifting, pushing or carrying tasks are well within physical capacity
- Extended periods of continuous activity are broken by performing other tasks, changing position, standing up and stretching

Brenniston set the benchmark in workplace first aid kit quality and compliance with the introduction of the Brenniston National Standard.

It's just one of many innovations in making work a safer place for all Australians.

Brenniston National Standard Work From Home first aid kits and supplies are available at [brenniston.com.au](https://www.brenniston.com.au)



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