

# WORKING FROM HOME SAFELY

As a business, you are legally obligated to provide a safe workplace, regardless of where your employees work—from the office, home, or on the road.

Senior managers can be personally liable for failing to comply with their duties to prevent WFH risks. This factsheet outlines common health and safety risks and provides a risk mitigation checklist.

LegalVision's **WHS Advisory Service** offers a comprehensive solution to ensure your business meets and exceeds its WHS obligations. To learn more, reach out to our team.

## COMMON HEALTH AND SAFETY RISKS



- Neck/back strain or other injury due to improper desk or equipment set-up.
- Stress, anxiety, burnout and mental distress caused by:
  - **Intensive job demands:** managers may not be aware of the long hours remote workers work if they do not know when they log on and off each day.
  - **Bullying and harassment:** other team members or managers may bully or harass via company chat messages or by purposely not including remote team members in meetings or planned events.
  - **Lack of management support:** poor organisational change management and lack of management support is a risk. For example, managers who do not regularly check in with remote workers to ensure they are supported.
  - **Lack of role clarity and low job control.**
- Importantly, mental harm can also cause additional physical harm. For example, a stressed and tired worker might get into an accident when driving.

## CONTACT US

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## WFH RISK MITIGATION CHECKLIST



- ☐ Ensure senior managers and workers are aware of their workplace health and safety obligations and the types of WHS risks that arise with a remote team. Ensure they should also stay updated with any new legal developments as they arise.
- ☐ Provide regular training for workers and senior managers on acceptable remote working practices.
- ☐ Perform a WFH risk assessment, including consulting with relevant workers, and document the risk assessment appropriately.
  - ☐ Consider physical risks relevant to the remote workers (e.g. desk setup, safe car operation/sun protection for sales fleet, etc.)
  - ☐ Identify potential psychological risks that could occur in your workforce.
- ☐ Develop policies/procedures to address WFH risks. Distribute these amongst the team and record them in the risk register. Key policies include:
  - ☐ WFH/Remote Work Policy
  - ☐ Bullying and Harassment Policy
  - ☐ Managing Stress and Burnout Procedure/Information Sheet For Workers
  - ☐ IT Acceptable Use Policy
  - ☐ WFH Safe Office Setup Checklist
  - ☐ Managing Remote Workers - Guidance for Managers
- ☐ Record all incidents, and take appropriate action to correct further harm occurring in the future.
- ☐ Develop a framework to regularly review and update WFH risks and control measures.