



WORKING FROM HOME POLICY

1. Policy statement

The Eureka Community Kindergarten Association Inc (ECKA) is committed to create a working environment for its workers while ensuring its ability to meet organisational needs.

This Working from Home Policy allows a staff member to work from home for periods of time under certain conditions. The opportunity to work from home is not an entitlement or a right and requires the prior approval of an Executive Team Member (CEO or Operations Manager). Working from home will be considered on a needs basis where conditions permit.

ECKA takes its duty of care to its workers seriously, along with its legal obligations to provide a safe working environment for all workers. Any worker accessing Working from Home arrangements will be required to complete a home-based worksite self-assessment prior to approval being granted.

2. Scope

This policy and related procedures apply to all ECKA permanent employees

3. Definitions

Home based work	Work performed at an employee's residential address, for an agreed number of hours on a specific day or days, for an agreed period of time.
Home based worksite	An area designated in an employee's private dwelling which has been agreed by the employer and the employee for use by the employee to perform home based work (the site).

4. Responsibilities

Workers	<p>Complete Home-based Worksite Self-Assessment Form prior to submitting a request to work from home.</p> <p>Take reasonable care for own health and safety in accordance with legislation.</p> <p>Notify ECKA of any work-related accident, injury, illness or disease arising out of home-based work.</p>
CEO/Executive Team	<p>Give consideration to approval of working from home</p> <p>Ensure completed forms are placed on personnel file</p> <p>Review the home-based working arrangement at an agreed time frame, to ensure that it is working effectively once it has been implemented.</p>

5 Guidelines

a. Considerations for approval of working from home

Before approval will be granted the Executive Team, Member will consider:

- the conditions that prevail which is the catalyst for an application to work from home
- the type of work and the amount of work
- if the work can be completed efficiently
- if the work can be completed without direct supervision
- if there will be an adverse effect on the provision of the service

Positions which may be considered inappropriate for home-based work include those:

- where inherent requirements of the position cannot be completed whilst working from home

b. Working from Home Agreement

The duties to be performed while working from home will be clearly detailed and formalised in an agreement prior to commencing the work arrangement.

The amount of time spent working from home needs to be negotiated and agreed, but rarely should it be a full time working from home arrangement, but may be considered in exceptional circumstances.

The terms and conditions of employment that immediately applied prior to the employee working from home will apply during the period agreed for the employee to work from home.

Before commencing work from home ECKA and the employee will confirm the address of the home-based work site and undertake a work site assessment.

c. Workplace Health and Safety

Prior to approval being granted, the worker must complete the Home-based Worksite Self-Assessment Form, including a photograph of the work area.

The employee will agree to cooperate with ECKA in all measures to ensure that the home-based worksite conforms to acceptable workplace health and safety standards (*Occupational Health and Safety Act 2004*).

All workplace health and safety policies that apply at the employee's usual place of work, will, as far as practicable apply in carrying out home based work at the home-based work site.

The employee consents to ECKA having the right to access and inspect the home-based worksite (under normal conditions) to ensure that the workplace is safe and that safe systems of work are in place, or to review systems and procedures following an accident. In the event of a natural disaster or other exceptional circumstances which require compliance with a Government Authority, an inspection may not be possible and the Home-based worksite self-assessment will be the only assessment carried out. An inspection, can only take place during normal business hours (eg 9.00 am to 5.00 pm Monday to Friday) or as otherwise agreed.

At least 24 hours' notice is required prior to an inspection taking place unless investigation of an incident or accident is required, in which case the employee agrees to immediate access.

The employee agrees to notify ECKA of any work-related accident, injury, illness or disease arising out of home-based work.

d. Hours of Work

A record of hours worked at the home-based site must be maintained. These hours will be within the staff member's normal span of hours (eg 9.00 am to 5.00 pm Monday to Friday) or as otherwise agreed.

Where applicable a clear agreement is to be reached on breaks.

No overtime is payable for work performed at the home-based work site.

e. Exceptional circumstances

Under exceptional circumstances (eg pandemic) a member of the Executive may amend or waive the requirements contained within this policy if a risk assessment indicates a greater health and safety risk exists.

6 Procedure

The area of the private dwelling to be used as the work site shall be clearly identified and recorded on the Working from Home Agreement/Worksite Inspection Self-Assessment Form.

Prior to an employee being granted approval to commence home-based work, ECKA and the employee will identify and list the equipment required to undertake work duties at the home-based site. The list must specify who owns each item and the owner of the item is responsible for the maintenance and insurance of the item.

The employee must ensure that arrangements are in place for the security and confidentiality of information and that the employee while working from home will abide by the policies in relation to Privacy and IT and communication.

Completed Working from Home Agreement/Worksite Inspection Self-Assessment Forms shall be placed on the Employee's Personnel file.

Related documents

Relevant legislation/standards	Associated policies/forms
<i>Occupational Health & Safety Act 2004 (Vic)</i> <i>Education and Care Act and regulations 2011</i>	Working from Home Agreement Form/Home-based Worksite Self-Assessment Form ECKA OH&S Policy ECKA Staff Health and Wellbeing Policy ECKA Staffing policy ICT Policy Privacy Policy

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