

## HOME BASED WORK POLICY

<b>Policy Number</b>	P-STA-008	<b>Version Number</b>	1.00
<b>Drafted by</b>	Executive Officer	<b>Approved Date:</b> <b>Review Date:</b>	October 2024 October 2025
<b>Responsibility</b>	The Board of Bubup Womindjeka Family and Children’s Centre Association (Inc.)		
<b>Related Service Policies</b>	<ul style="list-style-type: none"> <li>▪ Staff Code of Conduct Policy</li> <li>▪ Staffing Policy</li> <li>▪ Occupational Health and Safety Policy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Information and Communication Technology Policy</li> <li>▪ Privacy and Confidentiality Policy</li> </ul>	
<b>Legislation and Standards</b>	Relevant legislation and standards include but are not limited to: <ul style="list-style-type: none"> <li>▪ Occupational Health and Safety Act 2004</li> <li>▪ Occupational Health and Safety Regulations 2007</li> <li>▪ Equal Opportunity Act 2010 (Vic)</li> <li>▪ Fair Work Act 2009 (Cth)</li> <li>▪ Fair Work Regulations 2009 (Cth)</li> <li>▪ National Quality Standards: Quality Area 4</li> </ul>		
<b>Sources</b>	<ul style="list-style-type: none"> <li>▪ Fair Work Australia: <a href="https://www.fairwork.gov.au/">https://www.fairwork.gov.au/</a></li> <li>▪ Guide to the National Quality Standard: <a href="http://www.acecqa.gov.au">www.acecqa.gov.au</a> Quality Area 4: Staffing Arrangements:</li> <li>▪ Work Safe Victoria: <a href="https://www.worksafe.vic.gov.au/">https://www.worksafe.vic.gov.au/</a></li> <li>▪ Monash University</li> <li>▪ NBN Co</li> <li>▪ The University of Sydney</li> <li>▪ University of the Sunshine Coast</li> </ul>		

### AUTHORISATION

This policy was adopted by the Bubup Womindjeka Family and Children’s Centre Board of Governance on January 6, 2020.

### PURPOSE

The purpose of this policy is to provide employees with the flexible option to work from home where appropriate. The availability of these arrangements is subject to individual situations and Bubup Womindjeka Family and Children’s Centre’s operational requirements.

### PRINCIPLES

Bubup Womindjeka Family and Children’s Centre is committed to: recognising the importance of flexible work arrangements in helping to attract and retain its workforce, while at the same time ensuring a strong team-based culture at the service.

### SCOPE

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Person in day-to-day Charge, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Bubup Womindjeka Family and Children’s Centre.

## DEFINITIONS

The terms defined in this section relate specifically to this policy.

**Ad hoc working from home agreement:** working from home authorised by a supervisor, that does not occur on a regular basis or follow a regular pattern

**Home-based worksite:** a designated workspace within a staff member's home where the staff member will perform home-based work

**Home-based work:** performance of duties at the home based worksite as agreed between Bubup Womindjeka Family and Children's Centre and the staff member.

**Working from Home (WFH) Agreement:** The signed written agreement that outlines the conditions of a working from home arrangement between Bubup Womindjeka Family and Children's Centre and a staff member.

**Working from Home Safety and Wellbeing Checklist:** checklist relating to work health and safety requirements and office ergonomics.

## BACKGROUND AND IMPLEMENTATION

BWFCC recognises the importance of flexible work arrangements in helping to attract and retain its workforce, while at the same time ensuring a strong team-based culture at the service. Home-based work is a voluntary and co-operative arrangement agreed to between a staff member and BWFCC. Home-based work will be considered on a case by case basis.

The Executive Officer is responsible for making a decision about Home Based Work following a request by an employee or on the recommendation of the Director of Education or Human Resources Co-ordinator. When assessing requests for Home Based Work, factors that may be relevant include:

- the individual employee's role and responsibilities
- the effect on the workplace, other employees and the business if the request were approved
- the home based work area compliance with applicable Occupational Health and Safety requirements
- the financial impact of approving the request, including the impact on efficiency, productivity and customer service
- the ability of the employee to meet the requirements of their job if the request were approved
- the practicality or otherwise of the arrangements that may need to be put in place to accommodate the employee's request
- the nature of the work being done and whether that work can be done from home and if so, on what basis
- the ability of the requesting employee to self manage their work and performance as a home based worker
- the ability of the manager to remotely manage the employee working from home
- Additional cost to BWFCC, such as additional equipment or resources
- other matters based on individual circumstances and BWFCC operational requirements.
- Any Working From Home Agreement approved under this policy will undergo a trial period of three (3) months to ensure the arrangements meet the business requirements of BWFCC and the flexibility required by the employee. If the trial is successful and a Working From Home Agreement is adopted, managers must review these work arrangements on a quarterly basis to ensure:
  - Occupational Health and Safety requirements continue to be met
  - All deliverables are being met
  - BWFCC policies and procedures are being adhered to
  - The quality, quantity and timeliness of the work performed is to the standard required
  - Working from home is not detrimental to other members of the work team or the overall performance of the team and the service

- The operational requirements of the service are being met
- The employee is complying with the terms of the agreement
- The Working From Home Agreement is meeting the needs of the employee
- BWFCC reserves the right to terminate any Working From Home Agreement with an employee at any time giving four weeks notice.

The policy covers the following Working From Home Arrangements

- Office Based Home Worker - i.e. office is the primary work location
- Ad Hoc Working From Home

All Working From Home Agreements must be formally requested, agreed and managed in accordance with this policy.

### **Categories of Home Working Arrangements**

#### **Office Based Home Worker**

Employees may request to perform the majority of work in the office environment but have regular periods of working from home (e.g. 4 days per week in BWFCC office, 1 day from home). The arrangement is to be formalised in a Working From Home Agreement.

A detailed Working from Home Safety and Wellbeing Checklist must be completed by BWFCC management before any decision can be made. Formal approval by Executive Officer is required.

#### **Ad Hoc Working from Home**

BWFCC recognises that it may be necessary for an employee to work from home as required on an ad hoc basis.

If an employee wishes to work from home on an ad hoc basis, they are responsible for completing a detailed risk self assessment of the home workplace environment using the BWFCC Working from Home Safety and Wellbeing Checklist. A BWFCC representative will review this assessment and decide if the workplace is OH&S compliant.

If an Ad Hoc request is more frequent than once a quarter, the Executive Officer will discuss with the employee the suitability of the employee's current working arrangements taking in to account the requirements of the service and the employee.

#### **Home Based Work Requirements**

Working From Home Agreements are not a substitute for child care or other dependent care. Employees are responsible for ensuring that appropriate child care or dependent care arrangements are in place whilst engaged in Working From Home Agreements. BWFCC policies and procedures in relation to Occupational Health and Safety apply.

#### **Application Process - Office Based Home Worker**

##### **Applications**

1. Employee to discuss with the Executive Officer and Human Resources Co-ordinator, their intention to apply for a Working From Home Agreement and obtain preliminary "in principle" agreement.
2. If "in principle" agreement to proceed is provided by the Executive Officer and Human Resources Co-ordinator the employee needs to fill out a Home Based Work Application and lodge it with the Executive Officer and Human Resources Co-ordinator.
3. Executive Officer or Human Resources Co-ordinator to conduct a review of the home worksite using the BWFCC Working from Home Safety and Wellbeing Checklist.

##### **Application assessment**

- BWFCC aims to provide a written response to all Home Based Work applications within 21 calendar days from the date the Home Based Work application was received.
- BWFCC may consider any factors or information relevant on operational grounds, or personal employee grounds when reviewing and determining Home Based Work applications.
- BWFCC will consider and review any reasonable changes that can be made to a job, to enable remote working.
- Declined applications will include the reasons for rejecting the Home Based Work application in the written response.

## Approval

- On Home Based Work approval a meeting with the employee, Executive Officer and Human Resources Co-ordinator will be arranged to discuss the terms and conditions of the Working From Home Agreement.
- A Work from Home Agreement is required for all approved applications and must include the following:
  1. duration of the arrangement, including the length of the trial period and review points;
  2. time, hours and days of work to be worked;
  3. circumstances under which employees or BWFCC may vary the arrangement, including how these will be managed; and
  4. circumstances under which either the employee or BWFCC may terminate the arrangement.
- All required documents must be signed and returned to the Human Resources Co-ordinator to formally recognise the Work From Home Agreement.

## Application Process – Ad hoc Working from Home Applications

1. Employees are required to contact their manager to discuss working from home on ad hoc occasions.
2. Complete a self-assessment of employee's home workplace, using the BWFCC Working from Home Safety and Wellbeing Checklist.
3. Lodge the completed BWFCC Working from Home Safety and Wellbeing Checklist with the Human Resources Co-ordinator.
4. BWFCC's Human Resources Co-ordinator will review the risk assessment for approval and compliance.

## Application Assessment

- BWFCC may consider any factors or information relevant on operational grounds or employee personal grounds when reviewing an employee's request to work from home on an ad hoc type basis.
- Manager approval can be verbal or via email.
- There is no requirement to complete the Home Based Work application form.

## ROLE RESPONSIBILITIES

### The Approved Provider (Board of Governance) is responsible for:

The Bubup Womindjeka Family and Children's Centre Board is the Approved Provider and has ultimate responsibility for the management and control of the service.

The Board delegates operational responsibility and day to day management of the service to the Nominated Supervisor and monitors the performance of the organisation, including responsibilities contained in this policy, through regular reporting and by ensuring appropriate resources are available to carry out the organisation's functions.

### Executive Officer and Human Resources Co-ordinator are responsible for:

- Considering each employee application and applying this policy in deciding if a request is agreed.
- Ensuring Work From Home Agreements are in line with this policy and are within the context of the range of flexibility options available and how to manage them.

- Having the practical skills and confidence to lead a team with different working arrangements.
- Tracking the career progression of employees who are working from home to ensure they have access to all training and other benefits and to ensure that they suffer no disadvantage in opportunities for promotion or career development.
- Providing the necessary resources and equipment to facilitate Work From Home Agreements within the context of this policy.
- Evaluating the outcomes of the Working From Home Agreements and looking for improvements.

### Employees are responsible for:

- Identifying personal needs and possible solutions, and being realistic about what is possible
- Taking responsibility for delivering their own workload as agreed with their manager
- Reporting any workplace incidents, injuries or illnesses that occur whilst undertaking Work From Home Arrangements.
- Reporting any potential hazards that may exist in the Home-based worksite as it changes from time to time.
- Ensuring that any Work From Home Agreements comply with all BWFCC policies and procedures including the Information and Communication Technology Policy.
- Be willing to review and modify arrangements as their personal circumstances or operational requirements change from time to time.
- Actively participating in review and continuous improvement of Working From Home Agreements.
- Notifying their household insurer of Work From Home Agreement and provide the name of the insurer to BWFCC.
- Notifying BWFCC if your home-based worksite changes (eg. Move house, house being renovated or damaged). A new Working from Home Safety and Wellbeing Checklist will need to be completed. Working From Home should only continue if/when the home-based worksite is assessed as safe.
- Comply with state or territory government public health directions.

### Termination of Agreement:

Either party may terminate the agreement, provided that the party wishing to terminate gives reasonable notice. It is agreed that reasonable notice will be four weeks if BWFCC is terminating the agreement. If it is the employee's request the agreement can be terminated immediately.

## EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Nominated Supervisor of Bubup Womindjeka Family and Children's Centre will:

- Regularly seek feedback from everyone affected by the policy regarding its effectiveness
- Monitor the implementation, compliance, complaints and incidents in relation to this policy
- Keep the policy up to date with current legislation, research, policy and best practice
- Revise the policy and procedures as part of the service's policy review cycle, or as required
- Notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

## ATTACHMENTS

- Attachment 1: Working from Home Application
- Attachment 2: Work from Home Agreement
- Attachment 3: BWFCC Safety and Wellbeing Checklist

### Relevant Forms/Documents



<b>Version History</b>			
<b>Date</b>	<b>Version</b>	<b>Author/s</b>	<b>Details</b>
January 2020	1.00	Executive Officer	New policy
January 2021	1.00	Executive Officer	Policy reviewed and no changes made.
January 2022	1.00	Human Resources Coordinator	Added inclusion to comply with state or territory government public health directions.
February 2023	1.00	Director of Education	Policy reviewed and no changes made.
November 2023	1.00	Human Resources Coordinator	Policy reviewed and no changes made.
October 2024	1.00	Human Resources Coordinator	Policy reviewed and no changes made.

**ATTACHMENT I:**

## HOME BASED WORK APPLICATION

### SECTION 1 – APPLICANT DETAILS

Employee Name \_\_\_\_\_

Position \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

Home Office Address \_\_\_\_\_

Home Office Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

### SECTION 2 – HOME BASED WORK ARRANGEMENT DETAILS

The Home Based Work arrangement is usually based on a 12 month period and should be reviewed annually.

See the Policy at: [Put in link to our policy](#)

Start date of arrangement \_\_\_\_\_ (dd/mm/yy) End date of arrangement \_\_\_\_\_ (dd/mm/yy)

Review date of arrangement \_\_\_\_\_ (dd/mm/yy)

Hours worked at home-based worksite \_\_\_\_\_ Hours worked at Bubup Womindjeka worksite \_\_\_\_\_

Total hours of work per week \_\_\_\_\_

Please specify below hours worked at each worksite:

Day	M	T	W	Th	F
Home					
Bubup Womindjeka					

### SECTION 3 – ESSENTIAL DOCUMENTATION

Please attach the following documentation to this application form:

Working From Home Application ([Attachment 1](#))

Working From Home Agreement ([Attachment 2](#))

Working from Home Safety and Wellbeing Checklist ([Attachment 3](#))

### SECTION 4 – DECLARATION & AUTHORISATIONS

I have read and understood the conditions set out in this Home Based Work Agreement. I indicate my acceptance of the terms of this agreement by signing below.

Employee’s signature \_\_\_\_\_ Date \_\_\_\_\_ (dd/mm/yy)

Name (please print) \_\_\_\_\_

Signature of Executive Officer \_\_\_\_\_

Name (please print) \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_ (dd/mm/yy)

Phone \_\_\_\_\_ Email \_\_\_\_\_

## ATTACHMENT 2:

**Work from Home Agreement**

<b>Staff Member’s Details</b>	
Staff Member Name:	
Position:	
Home Office Address:	
Home Office Phone:	
Email:	
Contact Arrangements:	

<b>Working from Home Arrangements</b>	
Number of days at home based worksite:	
Number of days at office based site:	
Commencement date of arrangement:	
Hours of work per week at home based worksite;	
Specific Reason for home based work:	
Outline of agreed deliverables/outcomes to be achieved when working from home:	
Date of Review:	
Circumstances under which the agreement can be terminated:	

<b>Checklist</b>	
Working from home self assessment checklist attached:	
I have read and understood the conditions set out in the Working from Home Agreement and indicate my acceptance of the terms of this agreement by signing below.	

Staff Members Signature:	
Date:	
Executive Officer’s Name:	
Executive Officer’s Signature:	
Date:	

**ATTACHMENT 3:**



**WORKPLACE HEALTH AND SAFETY**

Working from Home Safety and wellbeing CHECKLIST

**Employee Name:**

**Employee Position:**

**Proposed worksite address/location:**

**STEP 1: SUITABILITY OF JOB TO BE WORKING FROM HOME**

Is working from home suitable when considering the inherent requirements of performing the job? Reasons:

**STEP 2: COMPLETE WORK HEALTH & SAFETY CHECKLIST**

	Acceptable	Improvement required	N/A
<b>Workstation Setup</b>			
<b>Chair</b>			
Chair is positioned to support the lumbar curve of the lower spine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seat height ensures arms and fore-arms are at right angles to one another (or marginally greater) and fore-arms and hands form straight lines when resting on the keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feet are flat on the ground (or on a footrest) so that knees are bent at right angles and thighs are horizontal to floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Armrests do not interfere with distance from the desk while typing, however can provide support at other times such as while speaking on the phone etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>KEYBOARD AND MOUSE</b>			
Mouse is directly next to the keyboard without the worker having to stretch to reach it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Acceptable	Improvement required	N/A
Mouse is on the same surface as the keyboard and at the same level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distance from the keyboard allows worker to relax shoulders and have elbows close to the sides of the body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keyboard position is flat (i.e. not using keyboard raisers at the back of keyboard)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>MONITOR</b>			
Line of sight and top of monitor should be in line, or monitor can be slightly lower than eye level. Note: workers with bifocal lenses may need their monitor lowered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitor is positioned to avoid glare from other sources of light such as windows/other strong light sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distance between the worker and the monitor should be approximately an arm’s length	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitor and keyboard are placed directly in front of user	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>WORK PRACTICES &amp; PHYSICAL ACTIVITY</b>			
Workers stand up at least once every hour and take breaks from using the keyboard every 30 minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tasks are varied frequently to avoid continuous computer use over long periods of time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers stretch, change posture, and/or change tasks while on a break	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers’ wrists remain straight whilst typing and are not supported by any surface while typing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular and appropriate breaks are taken when completing repetitive activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers use speaker phone, a headset, or their hand(s) to hold the telephone receiver when using the telephone (avoidance of cradling the phone between ear and shoulder)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any lifting, pushing, or carrying activities or similar are within the physical capability of the person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Posture while sitting at desk/computer is upright or with minimal recline, maintaining slight lumbar curve in lower spine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Working Environment

	Acceptable	Improvement required	N/A
Suitable ventilation and appropriate room temperature regardless of season	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Illumination level and positioning of light fixtures are suitable for the task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate handrails on any stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work space is separated from other household hazards such as hot cooking surfaces in the kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear walkways that are free from tripping hazards and clutter such as boxes, electrical cords and inappropriately placed furniture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor coverings are safe and non-slip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Electrical Safety</b>			
Any electrical equipment used for work is properly labeled and tested to be compatible with power points/voltage level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Earth leakage circuit protection (circuit breaker) is in place for work related equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power outlets are not overloaded with double adapters and power boards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Individual Involved</b>			
The worker’s fitness and health are suited to the task(s) to be undertaken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any special needs to ensure health and safety are accommodated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Safety Compliance</b>			
First-aid kit on hand - Type C or greater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoke detector installed in the work area and properly serviced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A telephone or other suitable devices are readily available to allow effective communication in emergency situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency contact numbers and details are known / displayed i.e., 000 for fire, ambulance or police, specific numbers for organisation contacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incidents are reported promptly to appropriate supervisor and incident report completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	Acceptable	Improvement required	N/A
<b>Emergency preparedness</b>			
Path to the exit is reasonably direct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Path to the exit is adequately wide and free of trip hazards and obstacles to allow unobstructed passage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Security Measures</b>			
Security is sufficient to prevent unauthorised entry by intruders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When working in isolation, a “call-in” procedure is followed to periodically confirm with the organisation that the worker has not been injured.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Digital photos of workstation, work area and any hazards provided on:** .... / ..... / .....

(attach copy of these photos to this checklist and retain on employee file/WHS records)

**Overall rating of safety risk (High, Med, Low)**

### STEP 3: WHAT ARE THE IDENTIFIED HAZARDS? WHAT ACTIONS ARE REQUIRED?

### STEP 4: AGREED PRACTICES

- I. Appropriate supervision and personal connection with the employee through regular emails and telephone calls;

# Bubup Womindjeka Family and Children's Centre



2. Ensure the employee carries out a daily assessment of their home working environment to assess its safety and identify any potential hazards;
3. Ensure the employee understands it is their responsibility to comply with the OH&S Policy within their home; and
4. Ensure the Home Based Work Output Measurement form is completed each day work is conducted at home
5. Review the process on a regular basis to determine it continues to be both reasonable and safe.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Executive Officer: \_\_\_\_\_

Centre Leadership Team Member Position: \_\_\_\_\_

Signature of Centre Leadership Team Member: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_