



REMOTE WORKING AGREEMENT

This agreement covers:

- Remote work arrangements
- Health and safety checklist and declaration
- Security and Confidentiality checklist and declaration
- Agreed actions to address identified issues

Address any unchecked tick boxes to minimise potential risks as reasonably practicable.

This checklist is intended for computer-based tasks. For more detailed information, please refer to the [Ergonomic guide to computer workstations](#).

1. Employee details

Employee name

Work unit

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Home address

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Duration of agreement (DD/MM/YYYY)

From To

Schedule

Working remotely days (indicate all that apply)

Week 1	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
Week 2	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday

Other Considerations: e.g. attend the office for stakeholder or team meetings

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Please note that whilst there is an agreed work pattern, there is still flexibility to change remote working days to accommodate personal or work needs on a short-term basis. Such temporary changes may be agreed with your supervisor in writing (e.g. email) and your attendance noted appropriately in the booking system.



2. Work area and environment

2.1 Designated work area and accessways (including stairs, floors and entrances)

- Kept clean and clear of slip or trip hazards, especially of clutter, spills, leads/cords, loose mats
- Flooring is in good condition

2.2 Environmental conditions

- Lighting is sufficient for the task being performed, easy to see and comfortable on the eyes
- Glare and reflections can be controlled
- Ventilation and room temperature can be controlled, regardless of season
- No excessive noise affecting the work area

2.3 Emergency exit and safety equipment

- Emergency phone numbers are readily accessible
- There is an agreement to keep the route from the designated office space to a safe outdoor location clean and clear, in case of fire
- A suitable first aid kit readily available
- A fire extinguisher or blanket is able to be used to extinguish minor fires
- A smoke detector is installed and properly maintained as per guidelines

2.4 Electrical

- Carry out a visual inspection of all electrical equipment (no cuts, nicks, exposed conductors or visible damage to electrical cabling and equipment)
- Safety switch is installed, or residual current device is used
- There is an agreement to perform a push button test of all safety switches initially and every 3 months
- Power outlets are not overloaded

3. Workstation setup

(Tip: first step, adjust chair to suit you when at your fixed desk then set up desk top equipment)

3.1 Chair

- Seat pan has a rounded front and the height can be adjusted for preferred sitting height to desk
- Seat back can be adjusted up and down and tilted
- Adequate and adjustable lumbar support (so the support fits well into the curve of the lower back)
- If used on smooth floors, chair does not roll away too quickly or easily
- If the chair has armrests, ensure they are adjustable to allow you to sit close to the desk

3.2 Desk

- Desk height allows employee to sit upright with the desk surface at elbow height (with arms close to side)
- Desk is a continuous flat surface
- There is sufficient depth to position monitor/s for your visual comfort (as a guide, at arms' length from your seated position)
- There is adequate leg space under the workstation and feet can be flat on the ground. If your feet do not reach the floor you agree to establish a suitable footrest.
- Most frequently used items on the desk (e.g. phone) are within reach



3.3 A laptop/notebook/tablet is not recommended for prolonged use

- Seat your laptop on a suitable riser (a stand, books, yoga block) to accommodate height and visual needs
- An external mouse and keyboard are to be used

3.4 Monitor/s

- If you have additional monitor/s position them directly and symmetrically in front to avoid twisting of the neck and spine
- Monitor/s height is adjusted to accommodate height and visual needs
- Monitor/s positioned to avoid glare

3.5 Keyboard/mouse

- Keyboard and mouse are on the same level
- There is about 10-15cm between keyboard and edge of desk (for forearm support)
- Keyboard is directly and symmetrically in front of the employee
- Mouse is positioned directly next to keyboard

4. Communication

How will you maintain contact with the work team, clients and other work contacts

How will you be kept informed i.e. list which key information is to be provided on a regular basis (e.g. minutes of meetings, training and career development opportunities and social events)

5. Workload/work activities

Outline how you will manage your workload with your manager (e.g. activities, timeframes, expectations and work schedule)

Outline how your remote work agreement will be reviewed (e.g. regular meetings, reports, work outcomes, managing work boundaries)

6. Other

Are any other relevant needs or issues for your health, safety and wellbeing when working from home

7. Employee Declaration

7.1 Provision of information

- I have read the Ergonomic guide to computer workstations and understand the risks and controls associated with computer-based work
- I have read the OIC Flexible Working Policy and Remote Working Procedure
- Understand how to report risks, discomfort, hazards, injuries or incidents
- I will raise any concerns regarding my health safety and wellbeing with my manager
- I will inform my manager if there is any change that may impact my health safety or wellbeing and the health safety and wellbeing of another worker, for example renovations, house damage or relocation

7.2 Workload Management /Regular breaks and stretches

- I will work reasonable hours. I will any discuss workload issues with my manager
- I agree to protect myself from injury and illness by taking regular breaks from my work and computer screen and to change my work postures throughout the day (refer to the Ergonomic guide to computer workstations)
- I understand a break every 30 minutes from keyboarding is recommended

7.3 Security and Confidentiality

- I understand that security of information is mandatory

When working remotely I will:

- ensure my OIC laptop and accessories are kept in a safe and secure location
- work in an area that ensures that others cannot see my screen
- lock my screen (window+L) if I leave my computer or if someone comes within view of my screen
- log out if I am leaving my computer for any length of time
- maintain paperless practices to the greatest extent practicable
- not print confidential documents on my home printer
- use my work email (not personal email) for work-related matters unless directed to by the Information Commissioner
- secure any device on which I have work email, O365 or full access through VPN (eg mobile phone, personal computer) and will not share personal device passwords or PINS
- In the event of a lost, stolen or damaged OIC laptop, advise OIC as soon as practicable via email to administration@oic.qld.gov.au.
- I understand I must take precautions to ensure the security and confidentiality of information when making telephone calls or undertaking Microsoft Teams verbal communications with applicants/complainants/auditees/colleagues, including other staff who are working remotely

When working remotely I will:

- ensure confidentiality of work conversations via phone/Teams etc by being in a private space, and not speak in the company of others, in cars, or other shared spaces
- switch off caller ID on my mobile and/or home phone so that my phone number is not disclosed to the person I am calling
- safeguard the confidentiality of private phone numbers, including other employees by securing them in a safe place
- respect privacy and not disclose another employee's private phone number to anyone

I understand that work at home means I will:

- not undertake work at a shared location i.e. café, library, business hub
- discuss with my manager if I need to work from another location

8. Agreed actions to address any identified issues

9. Working from home agreement approval and declaration

The information in this checklist provided is true and correct (please tick)

Employee signature **Date**

Manager name **Manager signature** **Date**

Delegate approval name **Delegate signature** **Date**

Review date

Note: Once approved and signed by the delegated officer, a copy of this Remote Working Agreement is to be provided to the Human Resources Business Partner for record keeping purposes.

It is the responsibility of the employee and manager to ensure the agreement is reviewed in line with the review date outlined above.

Revision History

Date	Version No.	Officer	Change
21/07/2016	1	Cate Dowling	N/A
24/12/2020	2	Cate Dowling	<p>Updated the terminology from Telecommuting to Remote work.</p> <p>This policy reflects new norms of a hybrid model.</p> <p>All employees encouraged to complete an agreement to accommodate both regular and adhoc arrangements.</p> <p>Employees will receive training in HSW.</p> <p>Checklist and agreement were updated to be more consistent with Work Safe Queensland standards.</p> <p>Checklist is amended to enable online completion and electronic submission.</p>
5/12/2023	3	Kate Davies	Updated agreement in accordance with revised Flexible Working Policy and Remote Working Procedure.