



1.3 Bell People Contractor Working From Home Procedure

Purpose

A Bell People contractor wishing to apply for a working from home arrangement should first discuss this informally with their supervisor.

Following the discussion, the contractor should then provide details of the proposed arrangement as set out below and forward the document to Bell People as a record.

Scope

The procedure outlines the requirements and forms required as one of the responsibilities of Bell People management and staff under OHS legislation. The scope is applicable to Bell People management, employees, on-hire contractors and clients.

Candidate Name :	Candidate Home Address:
Phone Numbers:	
Name of Client:	
Contact at Client site:	Contact Phone Numbers
Bell People Consultant	Date of Assessment Approval

Item	Yes	No
Are the duties suitable for working from home?		
Has any special equipment been identified that will be necessary to work safe from home? E.g. suitable desk and chair, suitable lighting, first aid kit		
Is the proposed working environment healthy and safe?		
Is there adequate lighting?		
Are smoke detectors installed and working?		
Does the employee have sufficient information and training to carry out the work safely?		
Have work hours been agreed upon?		
Have communication procedures been agreed upon?		
Any other issues to be covered?		
Has the injury management been reviewed and updated to cater for work from home arrangements?		
*If Answer is No see Action Plan below		

ACTION PLAN

1. OHS Policy & Management			
Item	Action Required	Person Responsible	Due Date

2. Safe Work Practices and Procedures			
Item	Action	Person Responsible	Due Date

3. OHS Training			
Item	Action	Person Responsible	Due Date

4. Health and Safety Workplace Inspection			
Item	Action	Person Responsible	Due Date

5. Health and Safety Consultation			
Item	Action	Person Responsible	Due Date

6. OHS Performance Management and Incident Reporting			
Item	Action		