

Working from home safely and securely



1. Workstation

Do you have a separate, dedicated area to do your work?



Is your workstation or desk adequate for the tasks to be performed?



Is your work area a single continuous surface?



Do you have a comfortable and adjustable ergonomic chair?



Action required:

2. Computer and printer

Is your laptop or computer positioned at right angles to windows to avoid screen glare?



Is your computer screen at eye level to reduce the need to bend or rotate your head?



Is your keyboard positioned so that your arms and shoulders are at a 90-degree angle?



If you use a printer, is it appropriately positioned to avoid overstretching?



Action required:

3. Work environment

Is the level and location of natural or artificial light suited to the tasks you are doing?



Are temperature and air circulation levels adequate?



Do you have suitable, accessible storage for documents, books and other equipment?



Action required:

4. Safety



Are walkways clear of clutter and trip hazards such as electrical cords?

☐☐

In the event of an emergency, are exits clear of obstructions?

☐☐

Do you have a basic first aid kit handy?

☐☐

Are all smoke detectors working correctly?

☐☐

Action required:

5. Electrical

Do you have enough power outlets for all equipment?

☐☐

Have powerboards and electrical cables been tagged and tested?

☐☐

Action required:

6. Home security

Are external doors and windows secured?

☐☐

Are valuables, including computer and tech gear, stored safely out of sight overnight?

☐☐

Are cars locked, preferably in a garage or behind a locked gate and any valuables removed?

☐☐

Are external sensor lights and/or alarms working?

☐☐

Are home and car keys stored out of sight, behind a locked door, even if someone's home?

☐☐

Action required:



7. Cyber security



Do you have anti-virus software installed on your devices?

☐☐

Do your portable devices have strong and unique passwords or passphrases?

☐☐

Is two-factor authentication or biometric identification activated on compatible devices?

☐☐

Is your internet service secure and password protected?

☐☐

Are the operating systems and software on your devices up-to-date?

☐☐

Do you lock laptops that have remote access to company data when not in use?

☐☐

Action required:

8. Other

Have you notified your insurance company that you are working from home?

☐☐

Do you have emergency contact details for key colleagues?

☐☐

Action required:

Disclaimer: This checklist has been prepared by Neighbourhood Watch Victoria as a prompt to help you consider elements of comfort, security and safety when working from home. Only you can make your home working environment safe and secure. Any risk management duties of your business cannot be delegated to Neighbourhood Watch Victoria. All information contained in this document has been compiled and obtained from sources believed to be reliable and credible, but no representation or warranty, express or implied, is made by NHWVic as to their accuracy or completeness.