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| https://www-p.unisa.edu.au/styleguide/logos/images/logo_unisa_RGB-blue.png | **WHS FORM** | **WHS53** |
| **WORKING FROM HOME – IRREGULAR ARRANGEMENT**  *NOTE: This form supports the WHS Procedure: Work from Home – Health and Safety Considerations.* | |

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| **Workplace:** | **Date:** |

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| **PERSONAL DETAILS** | | |
| Employee family name: | Given name: | |
| Contact Phone No. **(work)** **(home)** **(mobile)** | | |
| Occupation: | Campus: | Employee No. |
| Unit/Institute: | | |
| Manager: | | |
| Address of home-base worksite: | | |

To: ………………………………………………………………………………………………………………………………………………………………………….

*(Manager)*

I request approval to work from home on an adhoc basis in order to perform the following tasks: …………………………………………………………………………………………….……………………………………………………………………………………………………………………………………………………………………………..….……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

I understand that approval of this request is based on the following:

1. My comprehension of the WHS Procedure for Working from Home – Health and Safety Considerations.
2. That the arrangement period commences on …….../…….../……... and ceases on …….../…….../……...
3. My agreement to be contactable during normal office hours and to return to work if requested to do so.
4. I will ensure that my home-based worksite environment meets appropriate work health and safety requirements by completing work health and safety self-assessment [WHS29](https://bpi.unisa.edu.au/suite/tempo/actions/item/koBENnJnQZs7XavkrLzR2rXvf8DkhuUQYLpqdOEeODnHKsMqXZdQm7r4QlQe0_2R8O6piRL3AgPXspdNMSZOfEyT1RsMsvSQWPNSw) form and make any changes that are necessary.

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| Employee’s signature | Date: |
| **APPROVED / NOT APPROVED BY MANAGER:** | |
| Manager’s signature: | Date: |

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| **Equipment** |
| Equipment belonging to the University and for use by the employee at the home-based worksite is only to be used by the employee and only for the purposes of University’s work.  Equipment owned by the University will remain the property of the University and will be maintained by the University.  Upon the termination of the working from home arrangement, any equipment owned by the University must be returned to the University by the employee within 10 working days. All equipment is to be returned in an acceptable condition. |

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| **Injury / Illness** |
| The employee agrees to notify their immediate supervisor of any work-related accident, injury / illness arising out of home-based work. In these circumstances an electronic incident report must be completed (via the University’s online [Hazard / Incident Reporting & Investigation System](https://my.unisa.edu.au/Staff/OHS/)) and submitted in accordance with the [Health & Safety Online Hazard / Incident Reporting Guide](https://i.unisa.edu.au/siteassets/human-resources/ptc/files/guidelines/safety-and-wellbeing/whs_incident_reporting_guide.pdf).  If the injury has resulted in medical treatment or time being lost from work (a normal working day or more), the employee is entitled to lodge a workers compensation claim form. The form will be provided once an electronic incident report has been submitted. The employee agrees to notify their immediate supervisor if they become ill and are unable to perform the duties of their position. In these circumstances an application for sick leave must be completed and forwarded to the line manager in accordance with the employee’s conditions of employment. | |

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| **Safety and Wellbeing:** |
| It is acknowledged that both parties have obligations under the WHS Act 2012 (SA) and the Return to Work Act 2014.  WHS29 Working from Home – Work Health and Safety Self-Assessment has been completed and signed by both parties and is attached to this Agreement. Any identified hazards within the checklist have been addressed.  The employee agrees to cooperate with the University in all measures to ensure that the home-based worksite conforms and continues to conform to acceptable health and safety standards.  The University acknowledges that it has a duty to ensure the health and safety of the employee whilst carrying out University work at a home-based worksite.  All Work Health and Safety policies, procedures and guidelines that apply at the employee’s usual place of work, shall, as far as practicable, apply whilst carrying out work at the home-based worksite.  The employee consents to the University having access with appropriate notice to inspect the home-based worksite to assist in meeting health and safety legislative and University Safety and Wellbeing requirements. | |

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| Employee’s signature | Date: |

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| --- | --- |
| Manager’s signature | Date: |

Note: ensure completed WHS53 Working from Home – Irregular Arrangement is filed at the local level.