

Managers Checklist - Homeworkers

Use this checklist to understand what arrangements you may need to have in addition to that you already have for supporting homeworking in your area.

For support, please contact the Health, Safety and Welfare Team by e-mailing: safetynadvice@gov.im

Department:

Address:

Carried Out by:

Date Carried Out:

Policy:	Yes	No	N/A	Unsure
Do you have a recorded homeworking policy or procedure?				
Does the policy include wellbeing and mental health issues? Specifically those related to isolation, pressure to be contactable 24/7 and feeling out of touch with colleagues.				
Comment:				
Risk and Performance Management				
Have you assessed the risks of homeworking generically and individually?				
Does your risk assessment include mental health?				
Do you ensure a Display Screen Equipment (DSE) assessment has been completed on the homeworking environment and workstation set-up?				
Have you agreed 'keeping in touch' arrangements?				
Is there a formal performance agreement between employer and homeworking employee?				
Does the performance agreement make allowance for any factors such as lack of access to technical equipment which may make homeworking less productive?				
Do you give homeworkers the opportunity to meet regularly with colleagues either at a base office or via video conference/Skype? <input type="checkbox"/> <input type="checkbox"/>				
Is a regular joint review of the homeworking arrangement completed by both the employer and the employee?				
Comment:				



Employer Checks				
Do you check that the employee has a suitable area at home to work?				
Do you ensure that the employee has workstation furniture, computer equipment, phone and Internet connection as appropriate?				
Have you got an effective communication process in place to ensure that homeworkers are consulted on OH&S matters as appropriate, have the opportunity to raise health and safety concerns and participate in discussions?				
Have you ensured that employer-provided equipment is subject to portable appliance testing?				
Have you completed a COSHH assessment for the storage and use of hazardous substances if used?				
Does the Government insurance cover this working from home along with any workplace equipment being taken to the homeworking environment?				
Comment:				
Employee Checks				
Does the employee's home insurance cover homeworking equipment and activities?				
Can the employee work at home without undue distraction?				
Is the workspace in the home environment able to be secured so that work remains confidential where required e.g. to comply with GDPR and confidentiality?				
Does the employee experience any social or mental health issues as a result of homeworking e.g. feelings of isolation or lack of contact with co-workers?				
Comment:				

