



Working from Home Online Self-Assessment Module

Dear Managers,

On May 27 BaptistCare's **Working from Home Policy and Procedure** was released, and is now available on the intranet under Work Health and Safety. The Policy and Procedure provides guidance on how to work from home safely, and communicates BaptistCare's expectations for staff who work from home.

To further support the health, safety and wellbeing of staff who work from home, we have produced a **Working from Home Online Self-Assessment Module**.

The Module also includes a checklist to help assess environmental health and safety risk in the home work environment. The checklist will be reviewed by our Work Health and Safety Unit, who will assess the overall suitability of the work from home arrangement, and liaise with you and your team members as required.

Following a successful trial of the Module for the Norwest office, the Module is now available for all BaptistCare employees, across each of our Divisions.

Who needs to complete the Module?

Staff who undertake work duties from home regardless of how minimal/infrequent.

What do I need to do?

Please distribute the link below to any of your staff who work from home. After clicking the link, staff will be prompted to enter their email address, and then be sent a link to complete the Module.

<https://workplace.wellinform.co/baptistcare/>

How long does the module take to complete?

Approximately 10 – 15mins

What happens if safety issues are identified during the Assessment?

If possible, try to rectify any safety issues identified following the Assessment. If this is not possible, please engage with the WHS Unit who will also receive a copy of the Assessment and can discuss any risks identified through the Assessment.

Should you have any questions or queries, please contact the WHS team via wergonomics@baptistcare.org.au.

Kind Regards,
WHS Unit – People and Culture