DISTRICT COUNCIL OF Streaky Bay
29 Alfred Terrace, Streaky Bay SA 5680
T: (08) 8626 1001 **E:** dcstreaky@streakybay.sa.gov.au

WORKING FROM HOME POLICY

Policy No: **DCSB-HR-12.12**	Approved on: **March 2020**	Administered by: **Health & Safety Officer**
Last Reviewed: **New**	Review Date **March 2024**	Record No: **F16/624**
Classification: **Human Resources**		

Strategic Plan link:
Strategy 1.5 Provide a quality working environment that promotes the health of employees, is family friendly and rewards effort fairly.

References and related Policies, Procedures and Forms:
Work Health and Safety Act 2012 (SA)
Work Health and Safety Regulations 2012 (SA)
Local Government Act 1999
State Records Act 1997
Return to Work SA Performance Standards for Self-Insurers (PSSI)
South Australian Municipal Salaried Officers Award
The District Council of Streaky Bay (Enterprise Bargaining) Agreement No.9 – 2020
DCSB-HR-12.02 Hazard Management Policy
DCSB-HR-12.10 Health, Wellbeing and Fit for Work Policy
DCSB-HR-12.00 Performance Management Framework
DCSB HR.12.09 Performance and Development Policy
DCSB-SM-18.00 – Risk Framework
DCSB-SM-18.01 – Risk Policy
DCSB-HR-12.02 Code of Conduct for Council Employees
DCSB-HS-12.01 LGA Work Health and Return to Work Policy
DCSB-HR-PROC-12.06 Drug and Alcohol Procedure
DCSB-HS-PROC-12.04 Hazard Management Procedure
DCSB-HS-PROC-12.02 Incident Reporting and Investigation Procedure

Contents

1. Policy Objective 3
2. Scope 3
3. Risk Management 3
4. Definitions 3
5. Policy Statement 3
6. Roles and Responsibilities 3
7. Work Health and Safety (WHS) Considerations 4
8. Records Management 5
9. Review 5
10. History 5

1. Policy Objective

The District Council of Streaky Bay recognises that on occasions (and additionally during unique times, extreme events or when the Business Continuity Plan has been enacted) there may be opportunities for designated employees to continue working from home (WFH). Council acknowledges it has a duty of care to ensure those employees working from home do so in a safe working environment. The employee also has responsibilities in this regard.

2. Scope

WFH is determined on a case by case basis considering the event, nature of the role being performed and the priority of the work to be completed. The opportunity to work from home is not an entitlement and may only occur by formal agreement between Council and affected employees.

3. Risk Management

Risk Management is an important obligation the District Council of Streaky Bay takes very seriously and pro-actively manages. This policy is provided to assist our people reduce risks associated with persons undertaking work related activities in their home environment.

4. Definitions

The Council – District Council of Streaky Bay

5. Policy Statement

5.1 A WFH arrangement is a formal arrangement with the working conditions clearly documented. The direct manager of the person is responsible for ensuring the requirements under this policy have been satisfied prior to endorsing a WFH request.

5.2 The direct manager should consider the general nature and requirements of the employee's work duties and the employee's ability to work autonomously. An employee who requires close supervision or interaction with other employees may not be suitable for the independent nature of a WFH arrangement.

5.3 The Chief Executive Officer (CEO) will consider all requests and approve / reject in writing a WFH arrangement as per the requirements of this policy.

5.4 During an emergency event which prevents employees from achieving work tasks in their normal work environment, or where employees (or others) may be at risk while working at their normal workplace, the CEO may request employees who have the ability to work from home to do so in an attempt to mitigating such risks. Such requests must still satisfy the requirements of this policy.

5.5 In accordance with the *Work Health and Safety Act 2012 (SA)* and Council's Work Health and Return to Work Policy, it is important that:

a) the home based worksite is a safe area to work;
b) systems of work undertaken in the home based worksite are safe;
c) employees working from home are provided with appropriate training to enable them to perform their work safely; and
d) all hazards are adequately identified and controlled as per Council's current Risk and Hazard Management policies and procedures and that all incidents investigated.

6. Roles and Responsibilities

Chief Executive Officer

Will take all practical steps to:

- exercise ‘due diligence’ to ensure compliance with the intent of this policy;
- establish awareness and accountability for the implementation of this policy;
- engage executive managers to ensure workers complete assigned work tasks and maintain their working environment according to WHS requirements; and
- allocate appropriate resources, as far as reasonably practicable, to enable managers to proactively implement WFH arrangements;
- ensure there are effective governance, consultation and communication systems in place.

Senior Management Team

Will take all practical steps to:

- monitor the WFH arrangements to ensure agreed work outcomes are being delivered;
- review and approve hours worked;
- monitor and review the WFH arrangements on a regular basis;
- schedule communication meetings including methods of disseminating information to employees who are working from home;
- provide equipment and tools, as required, to perform the tasks required of the employee’s position; and
- accurately document the Council equipment and assets at the home based worksite in the WFH arrangement;
- approve or reject applications in writing, providing valid reasons for any decision; and
- review and monitor conformance to this policy.

Employee Responsibilities

Employees approved to work from home shall:

- adhere to all Council’s policies and procedures relevant to their duties;
- maintain up to date hours worked at home within the normal span of hours (as per the relevant Enterprise Bargaining Agreement) or as mutually Flexible Working Arrangement between the employee and the Senior Manager;
- maintain an accurate timesheet and record of completed work;
- remain in regular contact with their Senior Manager. This should be determined by the Senior Manager and the employee;
- immediately inform the Senior manager if a change occurs where the employee cannot fulfil the agreed duties such as illness, non-work related injury, the need to undertake a non-work related activity (to be clear an employee who is sick or required to undertake carer duties is required to notify their manager at the start of shift or as soon as practicable);
- provide authorised employee or other approved parties with access to the home based worksite where necessary for matters such as WHS inspections, and the retrieval of any supplied equipment; and
- take all reasonable precautions necessary to secure Council’s equipment, intellectual property and confidential information.

7. Work Health and Safety (WHS) Considerations

Employee Responsibilities

Employees must:

a) ensure the home based worksite complies with WHS requirements at all times;
b) complete a risk assessment and / or Safety Inspection Checklist;
c) when requested and / or if required, provide evidence of a safe home workspace such as photographs or by the means of a visual inspection by the Senior Manager or Health, Safety and Risk Co-ordinator;
d) ensure they remain fit for duties at all times when working from home and comply with the Health, Wellbeing and Fit for Work Policy and the Drug and Alcohol Procedure;
e) report any WHS risks in the home based worksite and notify the Senior Manager immediately of any work related accident, injury, or illness arising from home based work;

f) notify their Senior Manager of any changes to the home based worksite or its location since the latest worksite inspection;
g) maintain a clear delineation of when they are working and when they are not working; and
h) ensure all work performed within the home based worksite is accurately recorded on timesheets.

Senior Managers Responsibilities

Senior Managers must:

a) ensure a risk assessment and / or Safety Inspection Checklist of the proposed home based worksite is completed by the employee and submitted prior to the commencement of use of the home based worksite;
b) ensure appropriate recommendations base on the risk assessment / checklist are implemented prior to the commencement of home based work;
c) ensure the employee is properly aware of relevant Council policies, procedures and processes and has received any required training;
d) maintain regular contact with the employee(s) working from home;
e) ensure all incidents are investigated in accordance with Council's policies and procedures; and
f) regularly monitor the agreements in place to ensure WHS and HR requirements are being adhered to.

Health, Safety and Risk Co-ordinator Responsibilities

The Health, Safety and Risk Co-ordinator must:

a) take receipt of a completed risk assessment from the WFH employee (or their manager) and determine if the form has been completed within Council's practices;
b) provide advice to Senior Managers and employees to implement all recommendations based on the risk assessment or from completed WFH Checklists; and
c) record completed forms in the records management system and retain on the employee's personnel file.

8. Records Management

Records in relation to this document will be recorded as per the current General Disposal Schedule.

9. Review

This policy will be reviewed every four (4) years unless circumstances require earlier review.

10. History

Document History	Version No	Issue Date	Description of Change
	1.0	30 March 2020	New Policy Document