

Checklist - Remote Workers

- Name of remote worker:
- Address, location,
- Phone number:
- Work activity:
- Date
- Line manager:



Feedback from remote worker	Yes/ No	Management action required?	Done?
Have you read and understood your organisation's policy and safe working procedures relating to remote working?			
Are you happy with the arrangements for communicating with your manager or other team members: <ul style="list-style-type: none"> - face to face? - by telephone? - by email or post? 			
Do you have good access to organisational information (eg by email, intranet, newsletter)?			
Have you been trained or instructed on the health and safety risks associated with remote working?			
Has a risk assessment been done for your workstation, work environment and activities?			
Have you been given guidance on: <ul style="list-style-type: none"> - health and safety when working at home? - safe set-up and use of your workstation (including laptops)? - how to use appropriate software? - troubleshooting and maintenance of equipment? - safe lifting and handling of work equipment? - working alone? - safe driving? 			
Do you take regular breaks from computer work?			
When travelling alone, do you regularly contact the office or a 'buddy' to let them know you are safe?			
Do you regularly inspect the safety of your workstation and equipment and provide feedback to your manager?			
Do you have any concerns about managing your working hours, workload or work-life balance?			
Do you know how to report work-related accidents or ill health?			
Do you know how to report health and safety concerns?			
Please detail any health and safety concerns you would like to raise now.			

Working from Home (WFH) Policy

(insert your company here)

(insert your company logo here)



A remote work policy is an agreement that outlines when and how employees can work from locations other than the office.

Scope This policy applies to all employees who meet the eligibility criteria. Requests for flexible working will be agreed on a case by case basis.

Eligibility

All employees who have (insert requirements here) service can make a request in writing to avail of a flexible working arrangement.

An employer has the same responsibility for the safety and health of employees who work from home as for any other employees. This covers the provision of supervision, education and training and the implementation of sufficient control measures to protect the homeworker.

The employer should accept liability for accident or injury of a homeworker as for any other employee.

Remote Working Agreement

Date:

Employee: _____ may work remotely on a permanent or temporary basis.

Record employee home/ primary working address: _____

To ensure that employee performance will not suffer in remote work arrangements, we advise our remote employees to:

- Choose a quiet and distraction-free working space.
- Have an internet connection that's adequate for their job.
- Dedicate their full attention to their job duties during working hours.
- Adhere to break and attendance schedules agreed upon with their manager.
- Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively.
- Team members and managers should determine long-term and short-term goals.

Compliance with Policies

Our remote employees must follow company policies Conducting themselves in a good manner

- Attendance.
- Social media.
- Confidentiality.
- Data protection.
- Employee Code of Conduct.
- Anti-discrimination/Equal opportunity.
- Dress code when meeting with customers or partners.

Safety Squad Limited

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Equipment

We will provide our remote employees with equipment that is essential to their job. Equipment that we provide is company property.

- Employees must keep it safe and avoid any misuse.
- Keep their equipment password protected.
- Store equipment in a safe and clean space when not in use.
- Follow all data encryption, protection standards and settings.
- Refrain from downloading suspicious, unauthorized or illegal software.
- HR will discuss insurance needs with employees. Employees may have to take up homeowner's insurance to cover the cost of company equipment.



Employees have a responsibility to help their employer fulfil this duty, and so they must:

- Take reasonable care to look after their own safety and health
- Safeguard the safety and health of other people affected by their work
- Co-operate with their employer's safety and health procedures
- Use tools and other equipment properly, in accordance with any relevant safety instructions and training they have been given
- Not misuse equipment provided for their safety and health
- Report all accidents, injuries, near-misses and other dangerous occurrences

Security

- Consistent with the organization's expectations of information security for employees working at the office, Employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment

Safety

- Employees are expected to maintain their home workspace in a safe manner, free from safety hazards
- Employees are responsible for notifying the employer of injuries as soon as practicable.
- The employee is liable for any injuries sustained by visitors to their home worksite.
- Remote working is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands.
- Employees are encouraged to discuss expectations with family members prior to entering a trial period.

Time Worked

- Employees will be required to accurately record all hours worked
- Hours worked in excess of those scheduled per day and per workweek require the advance approval of the office manager.
- Failure to comply with this requirement may result in the immediate termination of the agreement.

Further Arrangements

Contact Details

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