

Working from Home

Sponsor: Executive Manager, Governance & Clinical Engagement

Principles

Sundale recognises the need to provide flexibility in how team members perform their work. The *Work Health & Safety Act 2011* requires Sundale as a person conducting an undertaking or business, to protect the health and safety of its people at work. This includes working from home.

Working from home is a cooperative arrangement between a team member and their manager as approved by a Sundale Executive Leadership Team (ELT) Member. Working from home is not an entitlement or a right but rather a flexible work option that may be feasible for some team members.

Definitions

Working from home: is the practice whereby a team member works from their home residence or where they are currently residing rather than from their normal Sundale place of work.

Scope

This document applies to Sundale team members who formally request authorisation to work from home during what would be normal business working hours, and to team members who are directed to work from home by a member of the ELT.

It does not apply to Sundale team members who choose to perform work at home without seeking approval to do so.

Objectives

This document has been developed with the objective of establishing the requirements for a Sundale team member to be authorised to work from home, whether that be on a permanent, temporary or partial basis. Sundale must be satisfied that the team member making the request or being directed to work from home (ie. 24/7 on-call IT), is conducting work in a safe environment (*Work Health & Safety Act 2011*, Section 8 – Meaning of a Workplace).

Statement

Impromptu working from home requests will not be granted except in exceptional cases where a team member has received approval from a Sundale ELT Member prior to conducting the work at home.

Team members who choose to work from home either before or after work, or whilst on leave (annual, personal, long service or LWOP) of their own desire, do so because they choose to.

Working from home arrangements are not suited for work that requires a high level of face-to-face interaction with consumer, colleagues or where the team member needs to regularly access particular documents (such as consumer files) that are physically located in the office or place of work.

Matters to consider in authorising working from home include:

- the requesting team member's history of excellent work ethic and demonstrated ability to work independently or with little to no supervision;
- the nature of the requesting team member's position and how much face-to-face interaction is required in the role;
- local / state regulations. The type of work does not contravene any government regulations for working at a residential premise. Also, team members need to be aware that some rental or body corporate agreements do not allow the tenant and/or owner to use the dwelling as a place of work. It is the team member's responsibility to investigate this before making an application to work from home and to advise the Sundale ELT Member of this;
- the reason for the request. The underlying circumstances for the request by the team member need to be considered. For example, it is important to understand that working from home is not a substitute for regular childcare or other carer's responsibilities. Team members who are authorised to work from home will need to ensure they have suitable childcare / carer arrangements in place while they are working from home;
- any costs that may be incurred by Sundale as a result of approving the request (for example, start-up costs such as supplying equipment or sundries for the team member to work at home effectively);
- the impact to the organisation including the ability of other team members to fulfil their roles and duties;
- whether suitable and safe equipment is available to the team member to enable work to proceed efficiently, effectively and safely. Work conditions of the team member's home must be assessed as appropriate, safe and meeting required standards, as per any other Sundale workplace.

Requests for authorisation to work from home must be submitted in writing to a Sundale ELT Member and accompanied by a completed *Working from Home Assessment Form* (WH-100-F-33). The ELT Member may request a member of Governance to attend the team member's home to conduct a Risk Assessment before making a final decision.

The ELT Member authorising working from home will sign the *Working from Home Assessment Form* and return a copy to the team member and their manager.

A *Working from Home Assessment Form* is to be resubmitted:

- at any time there is a change in the home work environment;
- should the Sundale team member move residence.

This document is only current as at the time of printing and should not be relied upon as a current reference document. It is your responsibility to always refer to the Accreditation Portal for the latest version.

VERSION CONTROL AND CHANGE HISTORY

Version	Approval Date	Reviewer/s	Amendment
4	11.03.2020	Executive Manager Governance and Clinical Engagement, Risk / Work Health and Safety Manager	Possible outbreak response