

No : 1446i/03.12.2021
Working from Home Arrangement Self-Assessment Checklist

Prior to approval of any Work from Home (WFH) arrangement, an employee must complete and sign the following Self-Assessment Checklist in relation to his/her proposed home-based work site and submit it to HR before signing the CIM addendum. Please also submit a photo of your workspace.

Further assistance and guidance can be obtained from Human Resources.

NAME: **UIVARI SURNAME: RADU IULIAN**

DEPARTMENT: **Life Science** TECHNICAL MANAGER: **RISCUTA ANDREI RAZVAN**

Equipment	Saguard-owned (✓)	Employee-owned (✓)
Computer/Laptop (please check all that apply)	✓	
Wireless Internet Access/Modem (please check all that apply)		✓
Printer (please check all that apply)	-	-
Landline/Mobile phone with international dial access (please check all that apply)	-	-
SAFETY TRAINING	Complete? (Circle)	
SSM Instructions booklet signed within the last 6 months	Complete / Incomplete	
Have completed separate WFH OHS (SSM)Training	Complete / Incomplete	
Workstation environment	YES (✓)	NO (✓)
Is the work station situated away from the activities of other household members?	✓	
Is the workspace large enough to carry out work duties?	✓	
Is the workspace clean and well maintained?	✓	
Is there adequate storage for folders and other work related resources?	✓	
Does the layout of the work site allow for easy access to furniture and computer station?	✓	
Is the electronic equipment ventilated? (sufficient air space around electronic components)	✓	
Is there a one square meter clearance at the entrance and the exit to the home office?	✓	
Is the space free of tripping hazards (cables, etc.)?	✓	
Is the lighting adequate for the tasks being performed?	✓	
Are noise levels acceptable?	✓	

Is the room temperature comfortable – heating and cooling as required?	✓	
Is the chair fully adjustable?	✓	
Does the chair have a 5 star stability base?	✓	
Does the chair have adequate lumbar support?	✓	
Are there adequate power outlets to run the computer and other equipment?	✓	
Are electrical / cable connections in good order and repair?	✓	
Is your house protected by a circuit breaker and the computer by a surge protector?	✓	
Is modem/ wireless internet access available?	✓	
IT equipment, software and service requirements have been confirmed with Sys Admin and are considered appropriate?	✓	
Computer ergonomic set-up		
Is the computer monitor approx. 600mm from you?	✓	
Desk organized to prevent undue twisting of the neck or trunk?	✓	
	✓	
Is the top edge of the computer monitor at the eye level of the user?	✓	
Is the computer monitor free from glare and reflections from lights?	✓	
Can the angle or position of the monitor be easily changed?	✓	
Is the keyboard at a comfortable tilt angle or flattened for touch typing?	✓	
Emergency Procedures		
Are there clear exits?	✓	
Are there contact numbers clearly visible for police, ambulance, fire fighters?	✓	
Other Facilities		
Drinking water available?	✓	
Space is free of air pollutants, chemicals and cigarette smoke or paint fumes?	✓	
Worker is not exposed to passive smoking?	✓	
No construction or renovation work taking place in the home office?	✓	
No construction or renovation work around the home office that can affect or impact on employee (noise, dust, etc.)	✓	

Signature of Employee: