WHS DOCUMENTS & TEMPLATES

DOC-WFH-TPL · Working From Home Policy Template

Product Overview

For: Australian businesses whose workers work from home, regularly or occasionally: managers, HR and WHS advisers

Version 1.0 · 15 November 2026

A working from home policy that takes the business's health and safety duties home with the worker, and a home workstation self-check the worker completes and the manager reviews before the arrangement starts.

The policy covers the arrangement and how it is agreed, the workspace, equipment and electrical safety, hours, breaks and the right to switch off, keeping in touch and checking on workers who cannot be reached, isolation and workloads, family and domestic violence, incidents and emergencies at home, and information security.

The Home Workstation Self-Check (Word and PDF) takes the worker through the work area, the chair, desk and screen, electrical and emergency safety, and hours, contact and wellbeing, with an action for every No, the worker's declaration and the manager's review.

Written once for Australia, to the model WHS laws, in plain terms that also work in Victoria. The guide's state and territory notes show where the law differs, including the regulator to contact. Made by Orana Skills Centre.

What is included

Item	File
Working from home policy: the arrangement, workspace, equipment, hours and contact, wellbeing, family violence, incidents and security	02_TEMPLATE/Working From Home Policy.docx and .pdf
Home workstation self-check: work area, chair, desk and screen, electrical and emergency, hours and wellbeing, with the manager's review	02_TEMPLATE/Home Workstation Self-Check.docx and .pdf
How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder	01_START_HERE/How to Use This Template.pdf
Read Me First, Product Overview, Permitted Use Terms and Version Information	01_START_HERE/ (PDF)

Who it is for

- Businesses with hybrid or home-based workers
- Managers who approve and review working from home arrangements
- HR and WHS advisers setting up a consistent, safe approach

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How to Use This Template

How to complete, adapt and keep the working from home policy template

1 What this template is for

When work is done at home, the home work area is a workplace, and the business's duties go with it. The business cannot control a home the way it controls an office, so the policy sets clear expectations, the self-check finds the problems, and regular contact and reasonable workloads manage the risks a manager cannot see.

2 How to use it

Step	What to do
1	Decide which roles can work from home, and on what terms, consistent with any award or enterprise agreement.
2	Fill in the placeholders: the equipment you provide, how often managers and workers keep in touch, and your support service.
3	Consult your workers and health and safety representatives on the policy, then have the owner or chief executive approve and sign it.
4	Before each arrangement starts, the worker completes the Home Workstation Self-Check, and the manager reviews it and agrees the actions.
5	Provide the equipment and fix the problems found before the arrangement is approved.
6	Keep in touch as agreed, watch workloads and isolation, and treat home incidents like workplace incidents.
7	Repeat the self-check when the worker moves or changes their set-up, and at least every year.

3 Who does what

Who	What they do
Manager	Agrees the arrangement, reviews the self-check, keeps in touch and manages workload
Worker	Sets up and keeps a safe work area, completes the self-check honestly, and reports problems and incidents
HR or WHS adviser	Keeps records of arrangements and self-checks, and follows up actions

4 The law, in brief

The WHS laws apply wherever work is done. A business must ensure, so far as is reasonably practicable, the health and safety of workers working from home, which includes the physical work area and equipment, and psychosocial risks such as isolation and workload. Where work is remote or isolated, the business must provide a system of work that includes effective communication with the worker. Workers must take reasonable care for their own health and safety.

Working from home arrangements also involve employment law (flexible working requests, awards and enterprise agreements, and the right to disconnect for employees under the national system) and workers' compensation, which can cover an injury at home that arises from the work.

This template is written once for Australia, to the model WHS laws that the Commonwealth, New South Wales, Queensland, Western Australia, South Australia, Tasmania, the ACT and the Northern Territory have adopted, each

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Working From Home Policy

Working safely at home: the workspace, equipment, hours, contact, wellbeing and incidents

1 Purpose and scope

This policy sets out how **[Company name]** and its workers keep work at home healthy and safe. It applies to workers who work from home under an agreed arrangement, regularly or occasionally. Our duties to keep workers healthy and safe do not stop when the work is done at home, and workers' duties to take reasonable care go home with them.

2 The arrangement

- Working from home is by agreement between the worker and their manager, recorded in writing with the days, hours and work it covers
- Before starting, and when they move or change their set-up, the worker completes the Home Workstation Self-Check and the manager reviews it
- The manager may ask to see the workspace, by video or in person with notice and consent, to check a concern raised in the self-check
- Either party may review the arrangement, with reasonable notice, as the agreement and any award or enterprise agreement allow

The rest of this page, and the rest of this document, are in the full product.

SAMPLE

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Working From Home Policy Template

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. A working from home policy that takes the business's health and safety duties home with the worker, and a home workstation self-check the worker completes and the manager reviews before the arrangement starts.

What the full product contains

- **Working from home policy: the arrangement, workspace, equipment, hours and contact, wellbeing, family violence, incidents and security**
  02_TEMPLATE/Working From Home Policy.docx and .pdf
- **Home workstation self-check: work area, chair, desk and screen, electrical and emergency, hours and wellbeing, with the manager's review**
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  01_START_HERE/ (PDF)

Formats

- Word (.docx), editable, with your logo and business name in the header
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

https://training.oranaskillscentre.com/documents/working-from-home-policy-template

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