



Ultimate WFH GUIDE

1

COMPLY WITH WHS REQUIREMENTS

- Appropriate lighting, ventilation and room temperature
- Take care there are no loose cables or tripping hazards around
- Take breaks every half hour

2

HEALTH AND MENTAL HEALTH

Take regular breaks from work to stand up, move around and get some exercise. Your brain needs a break too, talking to someone about how your day is or how you're feeling has positive benefits for your mental health wellbeing

3

TRUST AND COMMUNICATION

Establish expectations and check in regularly with your team. WFH works when everyone is aware of what they and others are working on with both employer and employee trusting each other

4

WORKERS' COMPENSATION

Injuries sustained while working from home constitute an injury 'at work' for the purposes of workers compensation claims. This is why it is vital to ensure that your home workstation is properly set up

5

DRESS FOR SUCCESS

Being home all the time, you can quickly fall into a pattern falling out of routine, for example, not starting your day by getting dressed and grooming yourself as if you were going into the office. While WFH it is important to maintain self care

6

MINIMISE DISTRACTIONS

While WFH it may be easy to become distracted if you are taking care of kids, pets or other dependents, but WFH should mirror how you work normally by minimising external distractions as much as possible