



# BOULIA SHIRE COUNCIL

## WORKING FROM HOME POLICY

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<b>Keyword Classification:</b>	WHS
<b>Summary:</b>	The purpose of this document is to provide guidance to staff required to work from home.
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<b>Resolution:</b>	2023/7.10
<b>Due for Revision:</b>	Every three years or as impacted by legislation
<b>Revision date:</b>	28 <sup>th</sup> July 2026
<b>Date revoked:</b>	N/A
<b>Related documents:</b>	<i>1 Auditor Risk Assessment – Inspection of Home Workplace</i>
<b>Responsible Section:</b>	WHS
<b>Responsible Officer:</b>	WHSA
<b>Legislation:</b>	WHS Act and Regulations 2011 Boulia Shire Council Certified Agreement 2019

## **PURPOSE:**

The purpose of this policy is to ensure that any Boulia Shire Council staff required to work from home can complete their duties in a safe manner.

Boulia Shire Council generally requires employees to attend work at their allotted workplace according to their agreed hours. Boulia Shire also recognises that there may exist circumstances whereby approval may be given for employees to work from home, these circumstances may include the following:

- Where employees are advised to self-quarantine due to a Federal or State Government order and are still able to perform most of their normal duties.
- Where employees are quarantined due to illness or injury to themselves or a family member and are still able to perform most of their duties.
- Where an employee makes a formal application to the CEO for approval to work at home due to exceptional circumstances.

Boulia Shire Council is committed to ensuring the health, safety, and welfare of all individuals in the workplace.

## **ORGANISATIONAL COMMITMENT**

Boulia Shire Council is committed to the health, safety and welfare of employees working in various working environments, including employees working from home.

Boulia Shire Council will ensure that:

- All risks as related to working from home are appropriately assessed.
- The provision of safe systems of work.
- All risks as related to working from home are effectively controlled.

## **MANAGEMENT COMMITMENT**

Boulia Shire Council management will ensure that:

- Procedures are put into place which minimize or remove the health and safety risks to employees working from home.
- Sufficient resources are provided to ensure that the systems of work in place are safe.
- Employees receive relevant and suitable information, instruction and training to allow them to work at home without risks to their health and safety.
- Appropriate provisions for the supervision of employees working from home will be negotiated by way of consultation.

## **EMPLOYEE COMMITMENT**

Boulia Shire Council employees working from home will meet and comply with all working-from-home procedures that are in place.