

Policy

Altaira Nursing Services recognises the benefits of a work environment that supports work-life balance. Altaira Nursing Services is also committed to upholding its duty of care obligations to ensure it provides a safe and healthy workplace for all employees, in accordance with the Work Health and Safety Act 2012. This also applies to employees that may work from home as part of their employment arrangements.

The aim of this policy is to use a risk management approach to eliminate or reduce the risk of injuries and illness associated with work so far as reasonably practicable. Managing health and safety in the home office environment requires a process of hazard identification, risk assessment, risk control and evaluation of control measures whilst performing Altaira Nursing Services work.

Definitions

For the purposes of this policy, a *Home Office/Home Based Work* is defined as ‘a designated space at an employee’s home where Altaira Nursing Services work can be undertaken, specifically approved by Altaira Nursing Services’.

Responsibilities

All working from home arrangements are subject to the approval of the Director. Working from home cannot commence until such time as a “Working from home Application” and “Working from Home Checklist” are completed and submitted by the employee, together with photographs of their home office/work environment, to the Director.

Any WHS education/training needs that are identified must be approved by the Director.

The Director is responsible for ensuring that employees do not undertake work at home prior to formal approval to do so.

Should circumstances change subsequent to approval for any reason, subject to consultation, the working from home approval may be cancelled.

Designation of Home-Based Work

Prior to an employee being granted approval to commence a working from home arrangement, the employee will inform Altaira Nursing Services of the precise area in the home to be used as the workplace. The area designated will be deemed to be the workplace and all other areas of the dwelling will not be classified as the workplace.

Work health and safety checks need to be carried out to ensure that the proposed site conforms to acceptable work health and safety standards, commensurate with the type of work being undertaken and the risk involved.

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Cybersecurity While Working Remotely

Altaira will ensure that the worker is familiar with remote working policy and procedures. The following must be adhered to by all staff working remotely.

- Use devices approved by Altaira will be used. Use of personal computers, tablets and cell phones is not permissible.
- Adhere to the requirements of the Acceptable Use of Information Assets Policy.
- Guard devices by not leaving your devices – including any external storage devices – unattended. Do not enter passwords where others can see.
- Position screens where it is most difficult for others to see them and do not make confidential calls in public places.
- Connect only to trusted networks or your cellular Wi-Fi connection. Do not use public hotspots.
- Home routers should be updated to the most current software and secured with a lengthy, unique passphrase.
- Devices to be kept updated with the most current operating systems and web browsers and other applications including anti-virus software are also kept up to date.
- There must be no attempts to fix technical issues. Technical issues to be referred to Altaira’s designated IT support person.

Costs

- The employee proposing to work from home is responsible for the set-up and reasonable modifications of the home-based site and all associated costs, unless other arrangements have been made.
- Subject to individual negotiations, Altaira Nursing Services will purchase or assist with the cost of any equipment for the employee’s needs to work from home. Each cost arrangement will be documented in writing and will be subject to approval by the Director.
- In some instances arrangements may be possible for an employee to borrow or lease equipment, in conjunction with Altaira Nursing Services. Each such arrangement will be individually negotiated and documented.

At any time, Altaira Nursing Services may seek advice from an appropriate independent workplace health and safety specialist/consultant prior to or subsequent to approval, should there be any on-going concerns that require specialist work health and safety advice.

Approval for any proposed working from home arrangement will not be granted by Altaira Nursing Services until any modifications to the home-based workplace as recommended by the assessment and review have been made.

If a suitable designated home-based site cannot be identified, a working from home arrangement will not be approved.

Epidemic/Pandemic Management

Should an epidemic or pandemic be declared by the World Health Organisation, Federal and/or State/Territory governments, this policy may be overridden by any Directions that may be issued by the relevant Authorities, to the extent so ordered. This may include instructions for emergency ‘working from home’ arrangements.

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