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| **STUDY @ HOME CHECKLIST** |

The following check list has been prepared for Curtin staff and students who may be undertaking virtual/remote fieldwork.

This checklist assists with determining your personal safety in your chosen home office /work/remote location.

This checklist must be completed and submitted to your Fieldwork Supervisor for assessment.

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| **ENVIRONMENT** | **YES** | **NO** |
| 1. Do you have an office space with suitable chair / desk which is comfortable to work in?
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| 1. Have all slip/ trip hazards in your office space been removed?
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| 1. Are electrical cables and multi plug power boards in good condition?
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| 1. Have I read the Workstation set up guide?
 |  |  |
| 1. Have any safety concerns been addressed?
 |  |  |
| *Note: please refer to the ergonomic checklist for the most appropriate work station set up. Ensure your work area is clean, tidy and enables you to work freely and comfortably for extended periods of time. If you need advice on your set up, please contact Injury Management.* |
| **HEALTH AND WELLBEING – WORK PRACTICIES** | **YES** | **NO** |
| 1. My emergency contact details are up to date in Student One/Oasis
 |  |  |
| 1. I have confirmed a regular check in plan and system with my Supervisor/ team
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| 1. I understand that working remotely will be continually reviewed
 |  |  |
| 1. I have a plan to manage fatigue if I am engaged in activities in different timezones.
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| **ACCESS, CONNECTIVITY AND INFORMATION MANAGEMENT** | **YES** | **NO** |
| 1. I have access to the relevant Curtin systems to successfully participate in fieldwork and complete requirements.
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| 1. I have completed a trial of the relevant remote communication technologies on offer
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| 1. I have reviewed and am compliant with the DTS remote working protocol
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| 1. I have accessed and reviewed the guidelines on how to stay productive and connected while working remotely
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| 1. I will ensure appropriate digital security practices are put in place to protect my identity and information.
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| 1. Access and review the DTS Remote Work Portal page for any IT support
 |  |  |
| **ESCALATION** |
| If you have answered NO to any of the above please escalate to your Supervisor or [Curtin Connect for IT support](https://students.connect.curtin.edu.au/app/answers/detail/a_id/2407). |

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| **RESOURCES** | **LINK** |
| Student IT Essentials | <https://students.curtin.edu.au/essentials/it/>  |
| Working from home/remotely Guide |  |
| Counselling Support  | [Counselling Services](https://students.curtin.edu.au/personal-support/counselling-guidance/) |

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| **ACKNOWLEDGEMENTS:**  |
| **NAME:**  |  |
| **SCHOOL/AREA:**  |  |
|  |  |
| **SUPERVISOR NAME:**  |  |
| **POSITION:**  |  |
| **SCHOOL/AREA:**  |  |