



The Lucy Rose Clinic

INTEGRATIVE HEALTH SOLUTIONS

The Lucy Rose Clinic- Work Health and Safety Policy for At-Home Workers

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UPDATED : SEPTEMBER 2023

Introduction

At The Lucy Rose Clinic (TLRC), we prioritise the health and safety of all our employees, including those who work remotely. This Work Health and Safety (WHS) policy outlines the guidelines and procedures for ensuring the well-being of at-home workers, and it emphasises the importance of creating a safe and healthy work environment.

Scope

This policy applies to all employees who work from home or any remote location, either full-time or part-time.

Responsibilities

Employer Responsibilities

- Provide necessary resources, tools, and training to support remote workers in maintaining a safe and healthy work environment.
- Regularly communicate with at-home workers to ensure they are aware of any updates to the WHS policy.
- Ensure that remote workers have access to appropriate support services, including mental health resources and ergonomic assessments.

Employee Responsibilities

- Comply with all WHS guidelines and procedures outlined in this policy.
- Maintain a safe and healthy work environment at home.
- Report any hazards or potential risks to their manager or the company's WHS officer.
- Participate in any required WHS training, assessments, or evaluations.

Guidelines for At-Home Workers

Workspace

- Set up a designated workspace that is free from distractions, hazards, and excessive noise.
- Ensure that the workspace has adequate lighting and ventilation.
- Use ergonomically-designed furniture, such as an adjustable chair and a desk at the correct height, to prevent strain or injury.

Equipment Safety

- Use company-approved equipment that meets safety standards.
- Keep cords and cables organised to avoid tripping hazards.

- Maintain all equipment in good working condition and report any issues to the manager.

Mental Health and Well-being

- Regularly take breaks and maintain a healthy work-life balance.
- Stay connected with colleagues and managers through virtual communication tools.
- Access available mental health resources, such as counselling services, as needed.

Incident Reporting

- Report any work-related injury, illness, or hazard to your manager or the company's WHS officer as soon as possible.
- Follow the company's incident reporting procedures, including documenting the incident and providing any necessary information.

Training and Support

- All at-home workers must complete the company's WHS training program, which covers the key principles of maintaining a safe and healthy work environment.

- The company will provide regular updates on WHS policies and procedures and will offer additional training as needed.
- At-home workers are encouraged to reach out to their manager or the WHS officer for support or assistance in addressing any health and safety concerns.

Policy Review

This WHS policy will be reviewed annually or as required by changes in legislation, industry standards, or company requirements. Employees are encouraged to provide feedback on the policy to ensure its continued effectiveness in promoting a safe and healthy work environment for at-home workers.

By adhering to this Work Health and Safety policy, TLRC aims to foster a culture of safety, well-being, and support for all employees, regardless of their work location.

Health, safety and welfare

SAFETY

You are entitled to a safe workplace. The health and safety of all employees, contractors and visitors are the highest priority and cannot be compromised.

You must not take any action that could threaten the health or safety of yourself, other employees, customers/clients or members of the public. At all times you must comply with any and all state and federal work health and safety laws and hygiene regulations. If you have any concerns about safety or hygiene in the workplace you should raise them directly with management without delay.

You should report all accidents and injuries at work, no matter how minor, via the Employer's incident reporting procedure.

You must ensure that you are aware of our fire and evacuation procedures and the action you should take in the event of such an emergency.

REFRESHMENT

The Employer provides refreshment making facilities for your use at head office, which must be kept clean and tidy at all times.

HYGIENE

At our organisation, we believe that maintaining a high standard of personal hygiene is not only crucial for your own health but also significantly contributes to a healthy, professional, and respectful work environment.

- **Personal Cleanliness:** We encourage all employees to maintain a high level of personal cleanliness. Regular bathing, oral hygiene, clean clothes, and general grooming are expected of all staff members.
- **Hand Hygiene:** Handwashing is one of the most effective ways to prevent the spread of diseases. Employees are expected to wash their hands regularly, especially before meals, after using the restroom, and after coughing, sneezing, or blowing one's nose.
- **Illness:** If you are unwell, particularly with a contagious illness, we urge you to stay home to recuperate and avoid spreading the illness to other members of the team.

- Workplace Cleanliness: Everyone should contribute to keeping the workplace clean. This includes tidying up after eating, cleaning your workspace at the end of the day, and properly disposing of any waste.
- Shared Spaces: Shared spaces such as kitchens, meeting rooms, and bathrooms should be treated with extra care. Always clean up after yourself and consider the next person who will be using the space.
- While working from home, employees are expected to maintain the same level of cleanliness and hygiene as they would in the office. This includes ensuring a clean and organised workspace, maintaining personal cleanliness, and adhering to regular working hours to promote work-life balance. Although virtual, employees should still dress appropriately for video calls or meetings. This not only maintains professionalism, but can also improve productivity and mental wellbeing. Remember, your home is your office now, and it should be treated with the same respect and care as your physical workplace. Failure to maintain these standards may impact your performance and could result in corrective action.
- Any exposed cut or burn must be covered with a first-aid dressing.
- If you are suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.
- Contact with any person suffering from an infectious or contagious disease must be reported before commencing work.

Failure to maintain acceptable hygiene standards could result in corrective action, as poor hygiene can impact the health and wellbeing of the entire team. Employees are encouraged to speak with their supervisor or Human Resources if they have any concerns about hygiene in the workplace.

Our ultimate goal is to ensure a clean, healthy, and comfortable workplace for everyone. Your cooperation is vital in achieving this goal.

MANUAL HANDLING

You are required to advise us of any condition which may make you more vulnerable to injury whilst manual handling.

FITNESS FOR WORK

If you report for work and, in the Employer's opinion, you are not fit to work, we reserve the right to exercise our duty of care if we believe that you may not be able to undertake your duties in a safe manner or may pose a safety risk to others. We may send you away for the remainder of the day with or without pay and, dependent on the circumstances, you may be liable to disciplinary action.