



ARCHDIOCESE OF BRISBANE

WORKING FROM HOME DURING COVID-19 PANDEMIC - PROCEDURE

1. PURPOSE

This procedure exists to provide information regarding working from home (WFH) during the COVID-19 Pandemic. The procedure encompasses the supervisor's and employee's responsibilities, workplace health and safety considerations and other requirements needed to ensure implementation consistency.

2. RESPONSIBILITIES

The following procedure is to be followed by supervisors and employees.

3. PROCEDURE

3.1. Supervisor responsibilities

Supervisors must:

- ensure the *Working From Home Schedule Agreement* has been signed by all parties;
- monitor the WFH arrangement to ensure that agreed work outcomes are consistently delivered;
- review and sign off on records of hours worked (timesheets) if required;
- monitor and review the WFH arrangements on a regular basis as recorded in the WFH agreement;
- schedule communication meetings including methods of disseminating information to employees who are working from home;
- provide equipment and tools necessary to perform the tasks required (does not include work station furniture additional services or costs); and
- accurately document the ownership and usage arrangements of the equipment and assets at the home based site in the WFH agreement.

3.2. Workplace Health and Safety (WHS) considerations

Supervisor's responsibilities include:

- ensuring employees are properly aware of all relevant policies and procedures with specific focus on WHS considerations;
- prior to approving a WFH arrangement, the supervisor must ensure the employee has completed the WHS off-site checklist; and,

- investigated any incidents in accordance with the WHS policy.

Employee responsibilities include:

- ensuring the home based worksite complies with WHS requirements at all times, with any costs associated to meet compliance being the employees responsibility;
- reporting any health and safety risks in the home based worksite, and notifying the immediate supervisor of any work related accident, injury, illness or disease arising from home based work; and
- maintaining a clear delineation between when they are working and when they are not working and if required, maintain accurate records.

3.3. Training

Employees need to be vigilant in ensuring that they are aware of their responsibilities while working from home.

Arche-learn has four learning paths (listed below) that provide valuable information to employees whilst working remotely, including:

- establishing a safe and hygienic remote working environment;
- managing an engaged and productive remote team;
- setting protective IT security practices for remote workers;
- working effectively from a remote office.

3.4. Assistance

WHS Queensland also has some links that may assist the employee while working from home:

- [Health and safety for telecommuters](#)
- [Telecommuting checklist](#)

3.5. Checklist

Prior to the commencement of any WFH arrangement, the *Work Health and Safety Working from home or off-site checklist* must be completed and authorised by the employee's supervisor.

This checklist forms an integral part of the procedure and no WFH arrangement will commence without the authorised checklist being completed and recorded.

The checklist is available on the Archdiocese Intranet (AI).

3.6. ICT

Once the Director/Executive Director has authorised the *Working from Home Schedule Agreement*, the supervisor is responsible for ensuring the employee has the necessary IT access.

The ICT documents regarding the remote access method selection and how to access ICT services remotely are available from the ICT team and are also on AI.

4. RELATED DOCUMENTS

Name	Document type	Document number
Working from home during COVID-19 pandemic Policy	Policy	SS PCPL02
Work Health and Safety Working from home or off-site checklist	Checklist	N/A
Working from home schedule agreement	Form	SS PCPL02 FR01

5. RELATED CANON LAW, LEGISLATION, STANDARDS, REFERENCES

Insert either Canon Law/Legislation/Standards/References	Pinpoint reference
<i>Work Health and Safety Act 2011</i> (Qld)	Various

6. IMPLEMENTATION

6.1. The Policy Coordinator will publish the procedure on the Archdiocesan Intranet.

7. COMMUNICATION

7.1. Executive Directors and managers are responsible for ensuring that the appropriate communication to employees occurs.

7.2. All employees are responsible for understanding and complying with this procedure.

8. REVIEW DATE

8.1. The next review date for this procedure is not applicable.

9. VERSION AND APPROVAL HISTORY

Version control

Version	Author	Date reviewed
1	Hilton Hurst, Human Resources Manager, People and Culture, Archdiocesan Services	27 March 2020

Approval history

Version	Approver	Date approved
1	Peter Selwood, Executive Director, Centacare Andrew Musial, Executive Director, Archdiocesan Services	8 April 2020

SS PCPL02 PR01 Working from home during COVID-19 pandemic Procedure

THE ELECTRONIC VERSION OF THIS DOCUMENT IS THE APPROVED AND MOST CURRENT. ANY PRINTED VERSION IS UNCONTROLLED AND MAY NOT BE CURRENT.

10. DEFINITIONS

AGENCIES	<p>The Agencies of the Archdiocese of Brisbane are as follows:</p> <ul style="list-style-type: none"> • Archdiocesan Development Fund • Archdiocese of Brisbane • Brisbane Catholic Education • Centacare • Episcopal and Corporate • Evangelisation Brisbane
EMPLOYEE	A person employed by one of the agencies of the Archdiocese (excluding BCE) who has an ongoing, fixed term or casual employment contract.
EXECUTIVE DIRECTOR	Unless otherwise stated, refers to the Executive Director, of the stated Agency.
HOME BASED WORK	Performance of work for agreed hours from the home based site.
HOME BASED WORKSITE	An agreed area in the employee's private dwelling.
HOURS OF WORK	Ordinary hours to be worked by an employee, as detailed in their contract of appointment.
MOBILITY	The ability of the employee to access a selected range of online services from a variety of supported platforms and devices, which are generally accessible from many locations using standard network technologies.
OFFICE BASED SITE	The location where the employee would ordinarily work if there were no home based work arrangements.
POLICY COORDINATOR	Refers to the Governance, Risk and Compliance Officer or person appointed by the Executive Director, Legal, Governance and Risk, Archdiocese of Brisbane at the time.
POLICY MANAGER	<p>Depending on the document, refers to either:</p> <ul style="list-style-type: none"> • Executive Director of the stated Agency, Archdiocese of Brisbane; or • Delegate of the Executive Director of stated Agency, such as a director or business unit manager.
POLICY OWNER	<p>Depending on the document, refers to either:</p> <ul style="list-style-type: none"> • Vicar General, Archdiocese of Brisbane; or • Archbishop, Archdiocese of Brisbane.
RELATED DOCUMENTS	Documents that are related to this document and assist with its implementation.
SHARED SERVICES POLICIES,	Unless otherwise stated, refers to policies, procedures and guidelines which apply across all Agencies of the Archdiocese of Brisbane (excluding BCE) and are approved

PROCEDURES AND GUIDELINES	by the Vicar General. Collectively all documents are referred to as 'policy documents'. It does not refer to policy documents that originate in one Agency.
SUPERVISOR	The person who is responsible for the day-to-day supervision of the employee.
VICAR GENERAL	The Vicar General is appointed by the Archbishop to assist him in the governance of the entire Archdiocese of Brisbane. The Vicar General oversees the work of the various Agencies.
WORKING FROM HOME (WFH) ARRANGEMENT	An approved arrangement for an employee to carry out defined duties from their home based worksite during the agreed period.