

Anywhere, Anytime Work Guidelines

Work is something you do, not somewhere you go.

Sometimes working away from Campus is required in order to complete tasks. These temporary, ad-hoc arrangements must be operationally convenient for Griffith University, agreed upon and approved by your manager.

These guidelines do not cover more permanent or regular work undertaken off campus, for example, research or teaching activities.

Although you may be working away from Campus occasionally, you are still required to be connected to Griffith and your team, maintain reasonable work hours and keep in touch using the technology available.

Generally, working away from Campus should not be used in place of carer arrangements. If you need to care for family, you have access to leave provisions (family, recreation or sick leave as they apply).

When working off-campus, it is your responsibility to ensure that you have the necessary and appropriate equipment to perform your work. If it is agreed that you can work from the home residence, all utilities and costs associated with this arrangement are your responsibility (including, for example, furniture, hardware, smoke detectors, first aid kits, internet and electricity costs, etc).

You must also ensure that you complete all necessary Health, Safety and Wellbeing training (located on the Griffith portal) prior to the commencement of off-campus work. These include:

- Health and Safety Module
- Manual Tasks and Office Ergonomics Module.

Requirements

In accordance with the *Work Health and Safety Act 2011* and Griffith University's Health and Safety Policy, it is important that:

- If working from the home residence, the workspace is a safe area to work (you must complete the Working From Home Self Assessment Checklist);
- Staff working off-campus have undertaken appropriate training (on-line modules) and sought any advice to enable them to perform their work safely; and
- All incidents are reported and identified hazards are controlled.

Supervisor/Manager Responsibility

- Each request is given due consideration and is operationally convenient for the supervisor/manager and the rest of the team;
- Consideration is given to other members of staff, there is no additional burden on the rest of the team to accommodate the arrangement;
- A clear conversation has occurred with the staff member about what work they will be undertaking and this is approved.
- If the work activities cannot be undertaken in a safe manner or that it is not operationally convenient, it is their prerogative to not approve the arrangement.

Staff Member Responsibilities

Once the conversation with the supervisor/manager has occurred and approval has been provided, the staff member must:

- Continue to adhere to University policies and procedures, including the reporting of incidents or illnesses;
- Be contactable during 'normal' business hours;
- Openly communicate with the manager/supervisor if objectives are off track – early refocusing will assist in meeting expectations;
- Wherever work is undertaken ensure the work area is suitable so that work can be undertaken safely (the Working From Home Self-Assessment Checklist can be used to assist); and
- Be aware of health and safety risks, call your Health, Safety and Wellbeing Adviser if advice is required.

Additional requirements

The following items are to be checked and implemented to ensure the work space is adequate to complete work safely, all costs are at the employees expense.

- **The Home Residence**
The home residence must be compliant and maintained within Building Laws and Codes and any other relevant legislation e.g. Electrical Safety, Building Fire Safety etc.
- **Workstation Arrangements**
Refer to the Working From Home Self-Assessment Checklist which must be completed if you are working from your home residence.
- **Security**
If the work being undertaken requires sensitive documentation to be taken off-campus, this should be kept secure and returned to Griffith University.
- **Other Professional Environments**
When you are working in another organisation, in addition to adhering to Griffith University policies and procedures, you must follow the health and safety requirements and obligations of that organisation in their setting.
- **Insurance**
The staff member indemnifies the University against all loss or damage to the staff member's property and all claims by third parties in respect of personal injury and property damage except to the extent caused by the negligent act, error or omission of the University.