



Working from home

Toolkit for working from home

Optimising Your Offsite Workspace

[Make sure you have the minimum requirements for working offsite](#)

Ensure you have tested your IT hardware, software and remote login access prior to commencing work from home on a regular basis.

It is also imperative that you have a working internet connection and mobile phone connectivity so that you are accessible.

[Working from home](#)

If you are planning to work from a home office space, consider setting up a dedicated workspace.

Attempt to maintain clear boundaries between your work and home space. Ideally, work in a separate room from the rest of your home activities. If this is not possible, look at ways to transition your space between work and personal time.

Additionally, it is recommended that you attempt to use furniture that will keep you comfortable throughout the workday. Check the ergonomics, such as desk height and chair comfort.

Refer the OHS Working from Home Self-assessment Checklist and OHS – Workstation Ergonomic Risk Management Form to ensure your workspace meets OHS requirements.

Refer the Ergonomics at Monash Health – Guidelines and Recommendations for additional information on setting up your workspace and recommended sitting/standing postures.

[Working offsite from other locations](#)

If you are planning on working offsite, but not from home, consider the distractions in the offsite location.

Make sure you pay particular attention to ensuring both internet and mobile access are available at the specific location.

Also, consider data privacy and equipment security if working at a location where others can see confidential data on your screen or overhear private calls.

[Use headphones to minimise distractions](#)

If you are working from a busy location, use headphones to minimise distractions.