



**Monash
Health**

Working Remotely project update

Employee forum 25.05.21

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Working Remotely project update

- Pilot spaces for shared working have been identified in E-Block at Clayton and the Scoresby site.
- Monash Health has engaged with architects who have extensive experience in contemporary workplace settings to create a design brief for these pilot spaces.
- We are currently working through which teams will likely use these spaces in the future.
- The initial phase of the brief will involve workshops with potential users of the proposed shared workspaces. Feedback from these sessions will inform the designs for these spaces.
- It is anticipated that the designs will be finalised in July, allowing any construction works to commence shortly thereafter.
- Once created, these pilot spaces will enable Monash Health to better determine the longer term needs of employees and teams that are likely users of shared or hot desk spaces.



- Monash Health recognises the benefits of providing flexible working arrangements and supports working remotely where it is safe and practical to do so.
- Working remotely is a new and different environment for many employees and managers. To help, a set of tools and checklists have been developed. This includes:
 - Working Remotely Procedure
 - Working remotely OHS self-assessment checklist
 - Working Remotely agreement
 - Working Remotely Intranet page (FAQs and resources)



What employees need to do

- Review the Working Remotely procedure on Prompt
- Assess your remote working environment and complete this section of the OHS self-assessment checklist.
- Complete the Monash Health Safety induction training and Office Ergonomics training on Latte and check this off on OHS self-assessment checklist. Have this document ready for when you meet with your manager.
- Have a conversation with your manager about working remotely and agree on a plan including days on-site and days working remotely. Refer to the WR intranet page for any FAQs.
- Complete and sign the Working Remotely agreement and ensure you both have a copy of the agreement and OHS self-assessment checklist.



Working Remotely Web page

Working Remotely | Monash Health

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Working Remotely

Page last updated on 18 May 2021 at 3:48pm.

Working remotely is one of the flexible options available to employees.

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Summary of key messages

- WR Agreements and OHS checklists are now available on prompt.
- Where applicable, managers can now commence signing agreements with their employees. Even if an employee will work remotely 1 day/week, an agreement must be signed. Once completed, email agreements and/or queries to:

workingremotely@monashhealth.org

- It is up to the manager to assess the appropriateness and ability of the role to be worked remotely. It is a requirement that all employees must still come in to the office regularly for collaborative events, team meetings, performance appraisals and/or other reasons as required by the manager.
- The delegation approval level for approving working remotely agreements is Level C so please check the delegations of approval accordingly.
- These agreements can be reviewed at any stage between the manager and the employee and should be regularly assessed to ensure that the arrangement is working.



Summary of key messages

- At present, employees need to be based in Victoria. Requests for working remotely outside of Victoria may be considered for specific circumstances (e.g., caring for a sick relative), however this must be approved by the manager.
- The IT working group are working on a standardised equipment package for eligible employees. Further updates will follow at a later date.
- A list of available workspaces (with computers) and meeting rooms at our main sites can be found on the Working Remotely intranet page:

<https://coronavirus.monashhealth.org/employees/working-remotely/>

