



Work From Home Assessment Simple 3-Step Process

STEP 1

Simple BARS*-based User Interface Configured to Your Needs

MENU NEOS HR

Ref: 1380 - Position: 001 - 27 Derwent Street Upper Mt Gravatt - Working From Home

Working From Home Notes

Electricity

- All power points, power boards and extension leads have been checked by a qualified electrician in the past 3 months.
- All power points, power boards and extension leads have been visually checked by me and seem to be in good working order.
- I have limited power points an reply on too many power boards and extension leads that are more than 12 months old. My proposal to update these are included in the notes section.
- I do not believe my current electricity arrangements are satisfactory for the work I am required to do from home. My proposal to address this is included in the notes section.

Lighting

Workstation Seating

Work Space

Manual Handling

Surface/Stairs

Contingency

Mental Health

Communications

* *BARS (Behavioural Anchored Rating Statements)*

Advantages include:

- Configurable rating scale (e.g. pass/fail, 1-3, 1-5)
- Unique customisable descriptors for the rating scale of each Key Measure
- Configurable to different work groups (e.g. Technical Staff V's Admin Staff)
- Improvement notes
- Independent management comments can be included
- Independent approval
- 'Big data' available for Corporate analysis
- Risks highlighted automatically
- Automated reporting
- Full record Keeping
- Full Quality Control
- Full Quality Audit trail

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STEP 2

Automated Reporting Includes Itemising Individual Areas of Concern



NEOS HR

Assessor: Mark Shaw
25/10/20 , Ref: 1380

Risk Assessment Report

Working From Home

Description: 27 Derwent Street Upper Mt Gravatt.
Risk No: 001

The overall risk associated with the 27 Derwent Street Upper Mt Gravatt as assessed on 31 May 2020 has been assessed as **low** against the Working From Home criteria.

Evaluation Results:



1. very low
2. low
3. medium
4. high

This risk assessment has been reached on the basis that:

1. The working from home measures include:

- All power points, power boards and extension leads have been checked by a qualified electrician in the past 3 months
- My natural and / or artificial lighting levels are equal to the work station I have in my normal workplace.
- **CAUTION. CHECK BEFORE APPROVING.**
My work station less than but sufficient to the work station I have in my normal workplace. My proposal to update these includes

I need a new chair

Risk Assessment Report

25/10/20 - Ref: 1380

- My work space is better than the work space I have in my normal workplace
- There are no foreseeable manual handling issues that will impact in my work space.
- All surfaces are flat and even. There are no stairs I need to be concerns about.
- I am working on contingency plans for emergency exits and/or medical emergencies. My actions include
I now leave the back door unlocked
- I have plans in place to manage any mental health issues. These include
Regular rest breaks.
- I am working to confirm a plan to communicate with many supervisor/ manager as follows:
 - * Daily via email
 - * Each 2nd day by phone call
 - * Once a week at electronic team meetings or equivalent
 - * In person when possible.Other ideas mny include

Notes:

Overall I think I am in good shape to work from home.

Comments:

For your action:

Mark Shaw
CEO

On 24/8/20, Mark Shaw added the following comment to assesment made by Mark Shaw. Note that Mark Shaw may not be aware of this additional comment.

this is a supervisor comment created by Mark Shaw



STEP 3

Management Dashboard

| Risk Assessments Results | | | | | | | | | |
|--------------------------|------------|---------|------------------------------------|--------------------|-------------------|------------|--------|--------------------------|--|
| Ref ID | Date | Risk No | Description | Unit | Segment | Created by | Result | Approved | |
| 1380 | 05/31/2020 | 001 | 27 Derwent Street Upper Mt Gravatt | Working From Home | Working From Home | Mark Shaw | 2 | <input type="checkbox"/> | |
| 1080 | 07/20/2016 | 123 | APA Conference Example | Generic Yr 10 Camp | Year 10 Camp | Mark Shaw | 3 | <input type="checkbox"/> | |
| 1053 | 10/22/2015 | 123 | Example | Sample RA | Sample RA | Mark Shaw | 1 | <input type="checkbox"/> | |

Dashboard includes:

- All history
- Unique ID per record
- Date created
- Type of assessment
- Author
- Result
- Draft V Approved
- Exportable to Excel for detailed analysis

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