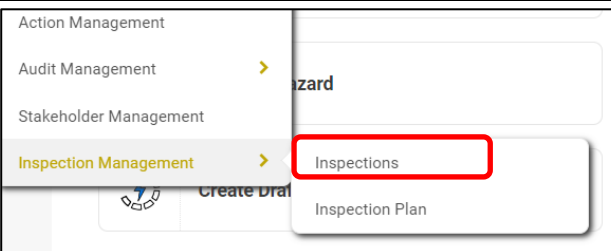


Working From Home (WFH) Checklist

How to Guide

If you plan to work from home, you must complete the online WFH checklist on SALUS, and must complete a new inspection when moving home, or changing home workstation. To complete your checklist, visit the [Salus](#) website, here you will be automatically logged in via UNSW Single Sign On (SSO).

On the left side of the screen select **Workspaces**, then **Inspection Management**, then **Inspections**.

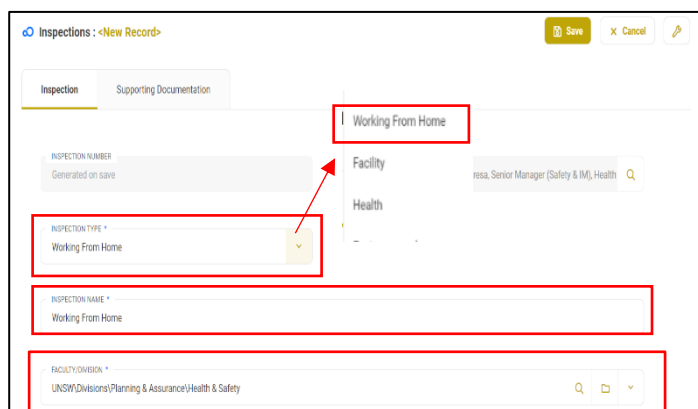


In the Inspections module, select the **+ New** icon. This will take you to a new record.

The **Inspection Number** will be auto generated on save.
The **Entered By** auto populates with your name.

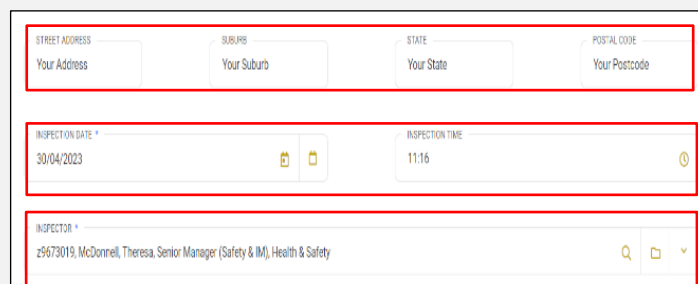
1. In the Inspection Type box use the drop-down arrow to select Working from Home.
2. In Inspection Name add "Working from Home" (do not add your name, job title or other information.)

The **Faculty/Division** should auto populate with details relevant to your reporting line.

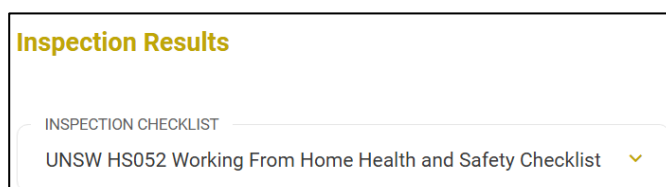


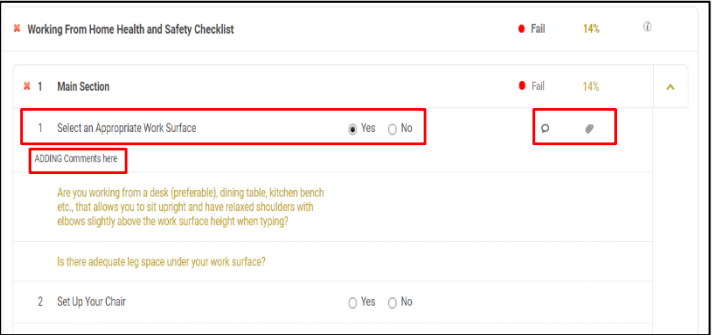
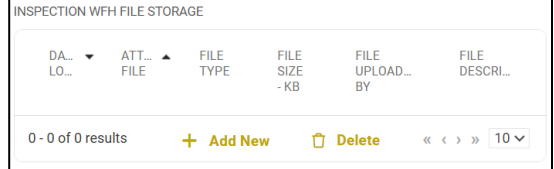
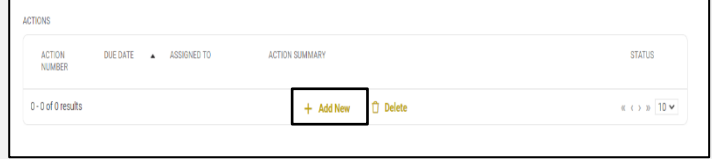
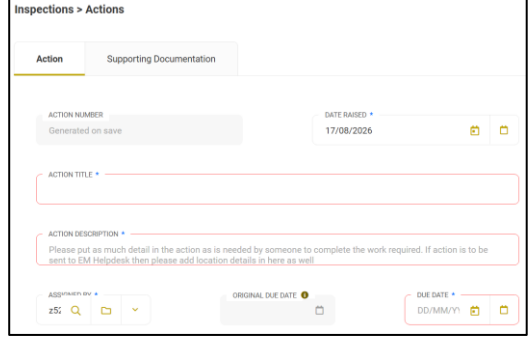
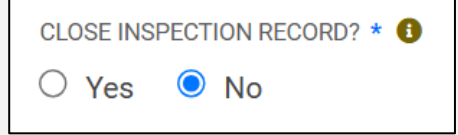
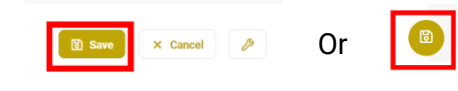
3. Add your primary **Home Address** details of where you will be WFH.
4. Amend the **Inspection Date** and **Inspection Time** according to when the inspection was conducted.

The **Inspector Field** should be auto populated with your details.



5. In **Inspection Checklist**, select the **UNSW HS052 Working From Home Health and Safety Checklist**.



In the WFH Checklist there are 8 items you need to check. 6. Select the correct answer using: - The Yes, No or N/A button, once this is ticked additional items will appear. - Select the bubble to add comments (optional). - Select the attachment icon to add pictures (optional).	
7. Upload a photo of your home workstation in the file storage field	
8. After the checklist is filled and photo uploaded, tick the box Inspection Completed? to notify your supervisor for review and follow up.	Once you have completed this checklist, tick the box below to notify your supervisor for review and follow-up. INSPECTION COMPLETED? ☐
9. Click Save to save your checklist before adding actions or completing the inspection.	
10. If you need to adjust something over any of the items, add an Action using the + Add New button.	
11. In the Action module add the following information: - Add a title for the Action such as WFH Actions. - Add as much detail into the Action Description field. - Add a Due date that is reasonable and able to be completed by you as this is your action. When done click OK	
12. If there are no actions required, or if all actions are completed, select Yes to Close Inspection Record.	
13. Save your checklist by clicking Save at the top of the screen or the floating save icon at the bottom of your screen.	
Need additional help? Refer to your supervisor, local safety contact, or email safety@unsw.edu.au. A WFH Toolkit can be found here: https://www.unsw.edu.au/planning-assurance/safety/resources/toolkit/working-from-home	