

WORKING FROM HOME GUIDELINES/POLICY V1 – 01.07.2020

CHURCH	
Date:	
Name of Church [Church]	
Australian Business Number [ABN]	
Physical Address [Workplace]	
Contact Email Address:	
Contact Telephone Number:	
WORKER	
Name [Worker]	
Home [Physical Address]	
Contact Email Address:	
Contact Telephone Number:	

PREFACE

Model Workplace Health and Safety [WHS] laws still apply if workers work somewhere other than their usual workplace, for example, from home. If a Church is paying WorkCover premiums it is also obligated to meet the requirements of their Occupational Health and Safety Acts.

A worker is classified as anyone a church has directed to do a task, regardless as to whether paid or not. Employers have duties to ensure the health and safety of workers, even if they are working from home. Note, over 50% of accidents occur in the home compared to less than 10% at the workplace, so the risk is magnified.

SafeWork Australia's website provides detailed information regards this for the employer, small business and the employee: It also includes information on how to manage the safety of workers and the workplace with regards COVID-19.

[SAFEWORK AUSTRALIA - WORKING FROM HOME](#)

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1. DEFINITIONS:

- a. **Church** - [company, business, church, ministry etc], the entity employing or engaging Workers to undertake Work on their behalf.
- b. **Home** - the normal residence of an employee, volunteer, agent, contractor etc.
- c. **Work** - the duties and responsibilities of a worker as defined in their employment agreement and job description.
- d. **Workers** - employees, volunteers, agents, contractors.
- e. **Workplace** - the physical address of the Church the worker normally works from

2. PURPOSE:

- a. This policy applies to and establishes procedures and guidelines for workers who are instructed/directed and agree to Work from Home or the worker requests to work from home.
- b. The Church acknowledges that working from home may be appropriate or required for workers in certain circumstances.

3. CHURCH'S RESPONSIBILITIES:

The Church is as concerned for the health and welfare of you [Worker] working from home as much if not more than if they were working from their workplace.

Accordingly, the Church wishes to minimise your risk from working from home by ensuring it safe and is suitably equipped to enable you to perform your duties to the same degree as if you were working from your workplace.

To assist you in this regards the Church has established these guidelines to ensure your safety and what is expected of the Church and you when working from home, The Church will loan you suitable work station equipment and records to assist you in this regards.

The Church, your supervisor, will maintain regular contact with you to ensure you are coping with working from home and to check on your mental health and welfare, which if it should suffer as a result, the Church will provide appropriate support to assist your recovery.

4. TERMS AND CONDITIONS:

- a. Working from Home arrangements are to mirror those for Workers Working from the Workplace, where appropriate and feasible.
- b. The Church at its sole discretion may direct/instruct Workers to Work from Home and determine the hours, days and duration of the Work.
- c. A Worker requesting to Work from Home must first obtain the permission of the Church, which will only be granted subject to compliance with these guidelines and policy.

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- d. The Worker will be paid in accordance with their salary package whilst Working from Home unless agreed otherwise in writing.
- e. Workers granted permission or instructed to Work from Home will still be required to attend meetings whether at the Workplace or via a video communication platform.
- f. Working from Home is not an entitlement, benefit or to be considered a permanent state of affairs and may be rescinded at any time by the Church.

5. EXCLUSION:

- a. This Policy does not form part of a Worker's contract of employment unless so enshrined.
- b. This Policy only applies to a location the Worker designates to work from or is directed/instructed to work from; Home.

6. WARRANTS:

- a. The Worker agrees to and is content to work from Home and is able to call upon any assistance that is required in a timely manner whilst working from home.
- b. The Worker warrants that their Home is a safe environment to work from that would meet most of the essential Work place, health and safety standards the Church employs at its Workplace, including appropriate sanitation.
- c. The Worker warrants that their Home is appropriately secured and unwarranted activity is captured and recorded via video.
- d. The Worker warrants that their Home or location/room within the Home the Worker will work from is generally free of distractions, allowing the Worker to concentrate on their Work, duties or assignments.
- e. The Worker agrees to allow an appointed representative of the Church to inspect their Home to ensure it is compliant with essential work place, health and safety [WHS] standards and includes the resources necessary to enable to Worker to perform their Work, prior to agreeing to allow the Worker to work from Home.
- f. The Worker agrees to implement changes to the Home environment requested by the Church prior to working from Home.
- g. The Worker agrees that an appointed representative of the Church may visit the Worker's Home within normal working hours, to ensure it is maintained in a safe and suitable condition to work from.
- h. Where the Workers is required to use their vehicle on Church business:
 - i. The Worker is to have a valid and current driving licence, a copy of which must be provided to the Church prior to use on Church business.

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- ii. The vehicle is to be comprehensively insured, a copy of which must be provided to the Church prior to use on Church business.
- iii. The vehicle must be registered, road worthy and fit for use: copies of relevant certificates must be provided to the Church prior to use on Church business.
- iv. The vehicle is to be driven in accordance with the road laws of the state it is being driven in.
- v. The Worker must immediately report to the Church any fines incurred whilst driving on Church business.
- vi. The Worker must immediately report to the Church any accidents incurred whilst driving on Church business.

7. GENERAL PROVISIONS:

- a. Instructions by the Church and requests by the Worker to work from Home will be considered by the Church on the basis:
 - i. The Work is capable of being undertaken at Home.
 - ii. The Worker may not subcontract any of the Work, unless permitted by the Church in writing.
 - iii. The Worker is capable of undertaking the Work without supervision, or minimal supervision.
 - iv. The Worker has an appropriate Workstation to work from.
 - v. The Worker is to only use an internet service that is secured with an appropriate password.
 - vi. The Worker is to be contactable at all times whilst working from Home.
 - vii. The Worker is able to maintain necessary activities with their team, where applicable, to the same level as if the Work was being undertaken at the Workplace
 - viii. The Worker is able to work as a group, where applicable, to the same level as if the Work was being undertaken at the Workplace.
 - ix. Services will be maintained to the same level, including timely responses, as if the Work was being undertaken at the Workplace.
 - x. The Worker will undertake Work as instructed by his or hers supervisor in accordance with their job description and other work where required,
 - xi. Subject to the Church's permission, the Worker may use designated equipment of the Church which must be kept secure and returned as instructed by the Church or when the Worker resumes working at the Workplace.

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- a) The Worker will be responsible for the loss of all Church equipment.
- ii. Subject to the Church's permission, the Worker may use records or the documents of the Church, which must be kept secure and confidential and returned as instructed by the Church or when the Worker resumes working at the Workplace.
 - a) The Worker will be responsible for any unauthorised access or loss of Church documents/records on loan.
- xii. The Worker keeps and maintains attendance records and a journal of Work undertaken.
- xiii. The Worker will provide his/her supervisor with regular reports on Work completed.

8. WORKERS' RESPONSIBILITIES:

- a. The Worker whilst working from Home:
 - i. Is responsible for the maintenance of the safety and sanitation of the environment of the Home and conveyances used at all times.
 - ii. Must notify the Church immediately of any change in their Working conditions, arrangements, or any risk to health and safety.
 - iii. Must take reasonable care for their own health and safety and any occupants of the Home and notify the Church immediately of any injury or health concern of any persons sharing the Home.
 - iv. Must take reasonable care for the health and safety of other persons who enter their Home during work hours.
 - v. Must notify the Church if they are experiencing any mental health issues as a result of Working from Home.
- b. Such notification should be made in accordance with the Church's Workplace Health and Safety Policy [WHS].
- c. The Worker is responsible to insure the Home, contents and for Public Liability.
 - i. The Worker will provide the Church with a certificate of insurance for these policies where requested.
 - ii. The Worker will notify the Church should any of these policies be revoked.
- d. The Worker must advise the Church immediately he/she no longer wishes or is able to Work from Home.

9. CHURCH REIMBURSEMENTS – WHILST WORKING FROM HOME:

- e. Where the Worker is not furnished with a mobile phone as part of their salary package, telephone charges relating to Church business incurred at Home will be reimbursed.

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- f. Utility costs for power, heating and air-conditioning will be compensated for, within reason.
- g. Where the Worker is required to use their own vehicle for transport on Church business, the Church will reimburse the Worker the standard Australian Tax Office rate for kilometres travelled whilst on business, less kilometres to and from their normal Workplace, per day.

10.ACKNOWLEDGEMENT – WORKER:

I acknowledge, I have read and understood the terms and conditions and warrants of these guidelines and policy and agree to comply with their requirements.

Date:	
Name - Worker	
Signature - Worker	

11.ACKNOWLEDGEMENT – CHURCH:

I the undersigned am authorised by the Church to sign this agreement and have approved the Worker to Work from Home in accordance with the terms and condition of these guidelines and policy.

Date:	
Name – Authorised Representative	
Signature - Authorised Representative	