



REMOTE WORKPLACE SUPPORT

MARCH 2020

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EXECUTIVE SUMMARY

The world of work has changed dramatically as workplaces adjust to protect employees from Coronavirus (COVID-19). Employers are shifting to work-from-home arrangements, with some testing these measures for the very first time.

Home has become the new workplace for many across Australia and data tells us every effort needs to be made to help mitigate injury and prevent the likelihood and severity of claims. Otherwise, costly, frequent claims may occur, increasing already one of your organisations most expensive premium spends.

If employees are working from home, then home becomes their workplace. Employers have a responsibility to ensure the home workplace is safe and without risk to employee health.

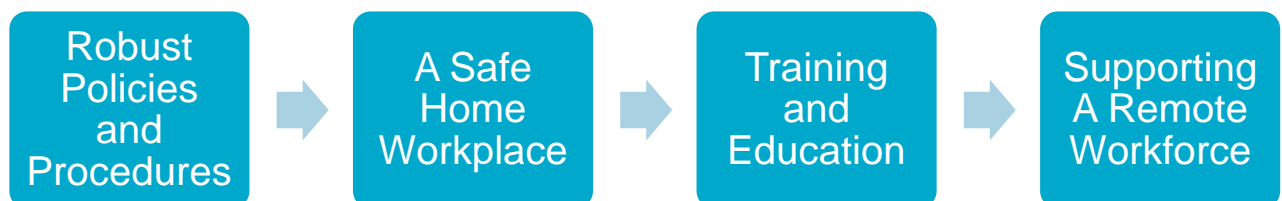
In accordance with Work Health and Safety legislation it is important that:

- The home workplace is a safe and healthy area to work
- Systems of work undertaken in the home are safe and healthy
- Appropriate training (e.g. home office ergonomics) is provided
- All incidents are investigated and hazards are adequately controlled

We are here to support you!

For over 30 years Recovre has been known as a leading Australian provider of customised WHS and Workplace Rehabilitation service solutions to help individuals and organisations realise their full potential.

At times like these, we take our responsibility as people risk advisors very seriously. That's why we've moved quickly to develop a remote workplace solution, outlined below, to help support you.



We are committed to working with clients to enable them to reduce exposure and improve their risk profile. Our highly qualified, experienced and passionate people work collaboratively with clients, developing programs that aid in the prevention of workplace accidents and lead to successful return to work and employment outcomes. Our goal is to facilitate and support a healthier and more productive workforce. As testament to our ability to build strong working partnerships and achieve outcomes for our clients and their stakeholders.

POLICIES AND PROCEDURES

Service	Details
WFH Policies and Procedures	Development or review of organisational policies and procedures related to remote working to ensure WHS legislation compliance and risk mitigation
Self-assessment check list	Development or review of home based safety and ergonomic work check list for employees
Workstation set up and self-management	Development of tailored workstation educational material showing correct ergonomic set up and postures in addition to recommended stretches and behaviours changes to minimise injury risk.

Contact our Recovre team for pricing.

A SAFE HOME WORKPLACE

Service	Details
Remote ergonomic assessments & coaching	<ul style="list-style-type: none">✓ Provide rapid assessments to employees working at home, with provision of immediate support and recommendations✓ Support Employers to meet WHS obligations to mitigate health and safety risks to any work environment and provide relevant training <p>The process includes:</p> <ul style="list-style-type: none">• Recovre Consultant to contact the Employee via FaceTime (video conferencing).• Recovre to obtain privacy and consent declaration from the Employee.• Recovre Consultant will view the home office environment and ask a range of questions as related to:<ul style="list-style-type: none">➤ Immediate workstation equipment and environment➤ Type of work completed, length of sitting time / break times, phone use, mouse use➤ General Work Health & Safety such as electric safety, emergency management procedures, temperature, noise➤ Request for Employee to take a photo and send to the Recovre Consultant (or Recovre Consultant to take screen shot photos through FaceTime call)➤ Employee's understanding of their company's policies and procedures for incident and hazard reporting• Recovre will provide:<ul style="list-style-type: none">➤ Immediate recommendations to improve home office ergonomics (e.g. considering what might be appropriate and available in the home environment) and safe work practices (e.g. reducing sitting time)➤ Complete a Home Office Ergonomics and Safety checklist report and provide this to the Employer Contact. The Consultant will be available to discuss the report with the Contact as required.➤ Emailed copy of the Recovre ergonomics workstation flyer to the Employee.

***NOTE:** This assessment is for a standard home ergonomic assessment. If the Employer requires Recovre to make contact with the Employee's treating practitioners, support Return to Work planning or conduct significant investigation in to equipment recommendations and ordering etc. then additional costs apply. Recovre will liaise with the Employer contact to advise accordingly.

Contact our Recovre team for pricing.

TRAINING AND EDUCATION

Service	Details	Timeframe	Cost
Home Office Ergonomics Training	<p>1 hour video based training session will coach you through:</p> <ul style="list-style-type: none"> • Optional office workstation ergonomic set-up (including for standing workstations if utilised) • Safety consideration for spaces and equipment used in the home office • Tips on injury management strategies • Emergency management recommendations 	<p>Public sessions available on a daily basis</p> <p>Private sessions within 48 hours</p>	<p>\$25 + GST per person</p>
Employee Wellbeing Sessions	<p>1 hour video training sessions offering a range of health and wellbeing topics</p> <ul style="list-style-type: none"> • Mental health and stress management • Men's and Women's health • Physical wellbeing, fitness and healthy eating • Healthy hearts and healthy weight • Fatigue Management • Work life balance • Healthy ageing – fitness for work and injury prevention • Substance abuse • Improving communication in the workplace • Sleep hygiene 	<p>Private Sessions can be booked and delivered with 48 hours</p>	<p>\$25 + GST per person</p>
Work Health & Safety for Managers	<p>3 hour sessions for managers</p> <ul style="list-style-type: none"> • WHS for Managers & Supervisors • Injury Management best practice for Managers & Supervisors 	<p>Private Sessions can be booked and delivered with 48 hours</p>	<p>\$75 + GST per person</p>

*NOTE: training sessions recordings are not available

Contact our Recovre team for pricing.

SUPPORTING WORKFORCE

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Service	Details
Mental Health	<ul style="list-style-type: none">• Telehealth coaching and support• Manager assistance and guidance on remote working• Online mental health checks/surveys
Online Wellbeing Support	<ul style="list-style-type: none">• Health checks and online surveys• Wellbeing information and tips

Contact our Recovre team for pricing.

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