



Working from Home Policy

1. Background

This policy sets out the approach to working from home arrangements, where these are proposed to support organisational or employee needs. Key principles of this policy are that working from home arrangements are made by agreement in writing, will only be supported where the nature of the role supports a working from home, and where the safety of the home-based workplace can be assessed.

Under the [Occupational Safety and Health Act 1984](#), and the [Occupational Safety and Health Regulations 1996](#), WA Country Health Service (WACHS) has a duty of care to provide a safe working environment. WACHS is committed to ensuring the safety of employees and others in the workplace.

2. Policy Statement

WA Country Health Service (WACHS) is committed to creating a positive work environment that assists employees to balance their work and non-work commitments. WACHS recognises that working from home can, at times, assist employees by reducing transport costs and commuting time, and increase job satisfaction and productivity. WACHS may benefit by attracting high calibre employees who may be interested in these arrangements, which reduce operational costs and enhance organisational flexibility.

Working from home arrangements may also be implemented as a means of facilitating business continuity consistent with emergency management arrangements to mitigate risk for vulnerable staff or to comply with health directions.

Either an employee or manager can progress a working from home arrangement for permanent, fixed term and employees on secondment. Decisions whether to approve a working from home arrangement will consider relevant factors, including organisational flexibility and the principles of procedural fairness.

WACHS's responsibility for providing a quality health service to the community is paramount, and as such, service delivery needs must take priority when commencing, extending or ceasing working from home arrangement.

3. Definitions

Employee	An employee of WACHS engaged in accordance with section 140 of the Health Services Act 2016 (WA).
Working from Home	A formal work arrangement in which an employee works from home for a period agreed with the employer. Typically, appropriate tasks for working from home are those that can be completed without face-to-face contact and undertaken with minimal supervision.

4. Roles and Responsibilities

All Staff are required to work within policies and guidelines to make sure that WACHS is a safe, equitable and positive place to be.

5. Compliance

Failure to comply with this policy may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the [Integrity Policy Framework](#) issued pursuant to section 26 of the [Health Services Act 2016](#) (WA) and is binding on all WACHS staff which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

WACHS staff are reminded that compliance with all policies is mandatory.

6. Records Management

All WACHS corporate records must be stored in the approved Electronic Documents and Records Management System as per the [Records Management Policy](#).

7. Evaluation

Evaluation and review of this policy and associated guideline is to be carried out by WACHS People, Capability and Culture Directorate every two years (or earlier if required).

8. Standards

[National Safety and Quality Health Service Standards](#) – 1.1c, 1.1e, 1.3, 1.5, 1.10

9. Legislation

[Occupational Safety and Health Act 1984 \(WA\)](#)
[Occupational Safety and Health Regulation 1996 \(WA\)](#)
[Health Services Act 2016 \(WA\)](#)
[Industrial Relations Act 1979 \(WA\)](#)

10. References

Nil

11. Related Forms

Nil

12. Related Policy Documents

WACHS [Flexible Working Arrangements Policy](#)
WACHS [Employee Record of Attendance Policy](#)
WACHS [Dress Code Policy](#)
WACHS [Working from Home Guideline](#)

13. Related WA Health System Policies

MP 0124/19 [Code of Conduct Policy](#)

14. Policy Framework

[Employment Policy Framework](#)
[Information and Communications Technology](#)
[Integrity Policy Framework](#)

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