# WORKING FROM HOME (WFH)
# CHECKLIST

## DESIGNATED AREA

- ☐ Lighting is adequate for tasks being performed
- ☐ Glare and reflection can be controlled
- ☐ No excessive noise affecting the work area
- ☐ Exit path is reasonably accessible and direct
- ☐ Smoke detector installed in/near the work area & properly maintained
- ☐ Power outlets are not overloaded with double adapters & power boards
- ☐ Connectors, plugs & outlet sockets are in safe working order
- ☐ Adequate leg space under the workstation
- ☐ From the seat position, the most frequently used items are within easy reach
- ☐ Chair height/ tilt/ angle & back rest are all adjustable
- ☐ Chair moves freely
- ☐ Chair has adequate padding
- ☐ Feet are flat on the floor or on a footrest so that knees are bent at right angles & thighs are horizontal to floor
- ☐ Adequate distance between the keyboard & user to allow shoulders to relax with elbows close to the body
- ☐ Keyboard is on a stable flat surface
- ☐ Mouse is placed directly next to the keyboard
- ☐ Monitor height is adjusted with top of screen at or slightly lower than eye level
- ☐ Keyboard and Mouse are directly in front of user

## IT SETUP

- ☐ If using a laptop, you have a spare power supply suitable for your model
- ☐ If using multiple monitors, you have suitable connections and a docking station
- ☐ Keyboard & mouse are positioned directly in front of user
- ☐ Internet connection accessible by wireless or direct cable.

## IT SETUP – TESTING

Before working from home, you will need to have logged onto your device previously to capture your credentials:
- ☐ You can login successfully to your device

External Systems that don't require VPN or Remote access, check the following:
- ☐ Internet Access is working, try accessing Google
- ☐ Emails are accessible, check send & receive. Open Outlook application or web mail online

If company uses the following systems, please also test:
- ☐ Microsoft SharePoint
- ☐ Microsoft Teams
- ☐ Microsoft Skype for Business

For business applications a connection to a VPN or Remote Desktop connection may be needed.
After connecting, test the following:
- ☐ Can you run your normal business applications?
- ☐ Can you access your department or company mapped drives?

## WORKING FROM HOME TIP #1

Create a workspace:
Having a dedicated area, where you can sit comfortably solely for work, will help you concentrate more. Keep all essential items within your reach.

# SECURITY

Although working from home it is important that you maintain security awareness. Your home network is not under the control of your company or IT provider.

☐ Ensure your device is always locked when not in use or you step away from device
☐ Remain diligent with monitoring malicious emails. Now is the time that criminals will target vulnerable users.
☐ If you suspect anything suspicious, please report to SureBridge or your manager
☐ If using your own device,
   - Ensure virus protection is up to date
   - Ensure all Windows updates are performed & maintained up to date
   - Ensure business applications are not left logged in. Make sure to logout after use

# CONSIDERATIONS

There are many factors that cannot be controlled by Your Company or SureBridge.

These factors include your home network setup, your contracted speed, service provider (Internet), congestion and other devices using your network.

If you face performance issues it is important to first check if anyone else is using your internet at home or if there are no known faults with your service provider.

Keep in mind, services that can consume large amounts of bandwidth are usually streaming movies and music. For example - Youtube, Netflix, Spotify etc.

Some other considerations:
- If you don't need to use your VPN, please disconnect
- If you are already facing any performance issues with your internet, consider upgrading your speed with your service provider
- When contacting SureBridge, please consider if the issue is urgent, if not, please log a ticket via email
- SureBridge will not be able to fix performance issues relating to your home internet, as this sits with your service provider

# WANT MORE INFO?

To find out how our team can help you, contact your account manager on their direct contact details or phone 07 3721 4111, and email hello@surebridge.com.au