



Central Highlands Association of Neighbourhood Houses

Staff Accommodation and Safe Workplace Policy

Document Control

Policy Title:	Staff Accommodation and Safe Workplace		
Policy Number:	MAN004	Version Number:	3
Date Ratified:	23.5.2019	Review Date:	May 2021

Relevant standards, legislation and other documents:

- [Victorian Worksafe Acts and Regulations](#) (Worksafe Victoria Website)
- National Employment Standards
- Fair Work Guidelines
- Occupational Health and Safety Regulations
- Victorian Human Rights Charter
- DHHS Service Agreement Information Kit

Definitions:	
CHANH	Central Highlands Association of Neighbourhood Houses
DHHS	Department of Health and Human Services
Members	Neighbourhood Houses (represented by managers and committees of management) funded by DHHS within the Central Highlands area
CoM	Individuals representing member houses in CHANH Committee of Management
Staff	Any person employed by CHANH or volunteering at CHANH
Executive Team	CHANH President, Vice President, Treasurer and Secretary

Central Highlands Association of Neighbourhood Houses

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Policy Declaration

CHANH recognises that a supported, safe and well managed work environment is essential to content, productive and resilient employees.

Purpose:

This policy defines the arrangements supported by CHANH to ensure staff workplace accommodation meets Victorian legislation requirements.

Owner:

This policy is the responsibility of the Executive Team and must be ratified by the CoM.

Application:

This policy applies to any member providing workplace accommodation for CHANH staff.

Policy Rationale

CHANH does not maintain work place premises, but instead works with the members to ensure that CHANH staff are able to work in safe and supportive environments. It is expected that CHANH Staff have the ability to be mobile, and are provided with equipment (laptop, mobile phone, home based printer, etc) to support this.

Procedures

Work place arrangements

At time of appointment, a working location(s) within a member house will be negotiated with the staff person, according to:

- Location and proximity to the staff person's home
- Staff preferences
- Work station availability within potential member house

It may be appropriate that the employee operates out of different locations on different days. The working location must be able to provide:

- Desk and chair
- Access to printing
- Access to internet
- Amenities

- Any other personal requirements relevant to the employee

Once this agreement has been reached the selected working location is established as the place of work and included in the employee contract.

Working location arrangements are subject to review at any time by any party and may be changed via written agreement.

Safe Workplace

It is the responsibility of accommodating member to ensure that all policies and standards regarding work place health and safety are up to date. The accommodating member must provide a workplace induction within one week of staff commencement.

CHANH staff are required to understand and uphold workplace health and safety policies and procedures of their work location.

Reimbursement

An annual budget of \$500.00 per year per day is provided to support the accommodation of CHANH staff in member house(s), eg two days per week x \$500 per year = \$1000. The member house(s) will invoice CHANH annually in May.

Member houses who accommodate CHANH staff for short-term or once-off circumstances are not able to make claim for this reimbursement.

Working from Home

Working from Home arrangements may be negotiated, provided that the staff person is able to provide:

- Desk and chair
- Access to internet
- Amenities

Any staff working from home on an ongoing basis is required to ensure a safe working environment is provided, and complete and sign an OH&S Safety Checklist. Working from Home arrangements should be documented in the staff person's work plan to ensure expectations of both CHANH and staff are understood and accounted for.

Working from Home arrangements should include reimbursement for use of home internet and amenities. Once-off or short-term arrangements are not able to make any claim for reimbursement.

Related Organisational Policies and Procedures:

- Accommodation Reimbursement
- Working from Home Arrangements and OH&S Checklist
- Working Location Agreement
- Employee Contract

Responsibilities

Executive Team:

- To implement policy and address any issues or concerns.
- To ensure policy is available to all members and staff.

Members:

- To follow policy where applicable to them.
- To notify Executive Team of any issues or concerns in relation to policy.

Staff:

- To follow policy as appropriate.
- To notify Executive Team of any issues or concerns in relation to policy.

Breach of Policy

A breach of this policy may result in disciplinary action up to and including termination of employment.