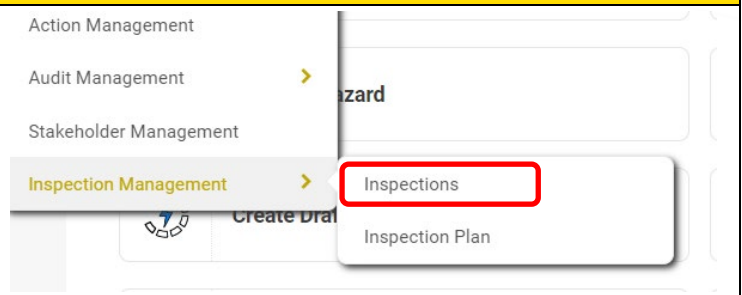


Working From Home (WFH) Checklist

How to Guide.

To complete your checklist, visit the [Salus](#) website, here you will be automatically logged in via Single Sign On (SSO). If not logged in, log in using your zID and password e.g., zXXXXXXXX@ad.unsw.edu.au.

On the left side of the screen select **Workspaces**, then **Inspection Management**, then **Inspections**.

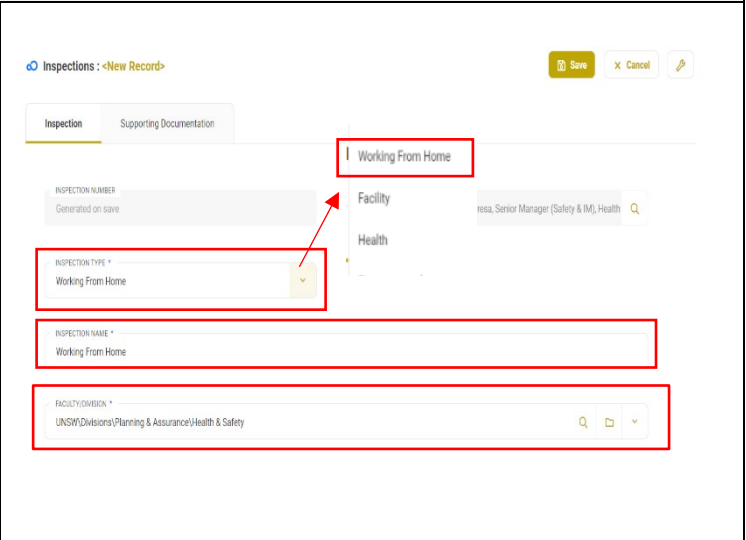


In the Inspections module, select the **+ New** icon. This will take you to a new record.

The **New Record** the record number is greyed out and will auto generate on save. The **Entered By** should auto populate with your name.

- In the Inspection Type box use the drop-down arrow to select Working from Home.
- In Inspection Name add "Working from Home" (do not add your Name, Job Title or Other Information.)

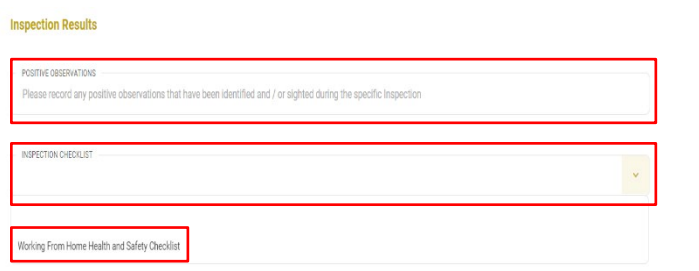
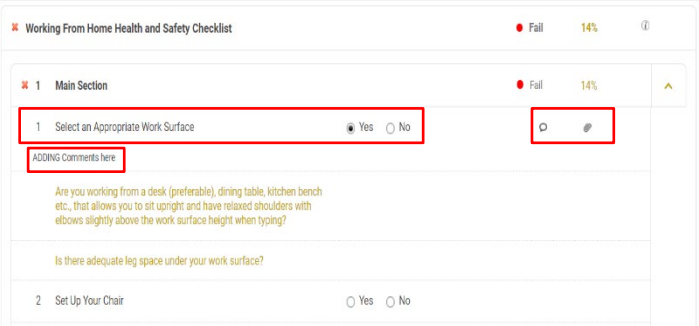

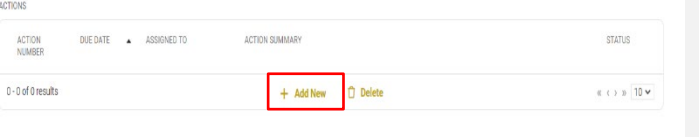
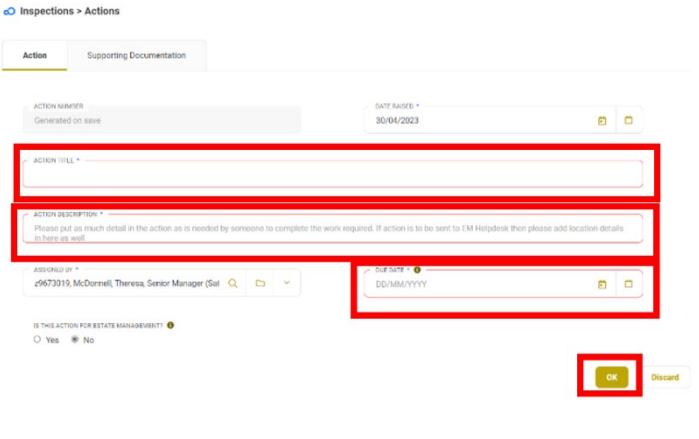
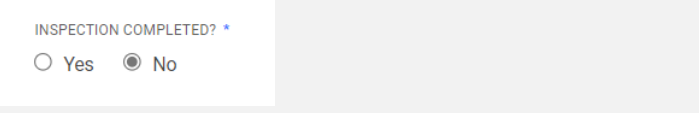

The **Faculty/Division** should auto populate with details relevant to your reporting line.



- Add your primary **Home Address** details of where you will be WFH.
- Amend the **Inspection Date** and **Inspection Time** according to when the inspection was conducted.

The **Inspector Field** should be auto populated with your details.



<p>In Inspection Results you can enter a positive observation of your WFH set up, this is optional.</p> <p>5. In Inspection Checklist, using the drop-down arrow select the WFH Checklist.</p>	
<p>In the WFH Checklist there are 8 items you need to check.</p> <p>6. Select the correct answer using:</p> <ol style="list-style-type: none"> The Yes/No or N/A button, once this is ticked additional items will appear. Select the bubble to add comments (optional). Select the attachment icon to add pictures (optional). 	
<p>7. After the checklist is filled in Save the inspection first before adding actions or completing the inspection.</p>	
<p>8. If you need to adjust something over any of the items, add an Action using the + Add New button.</p>	
<p>9. In the Action module add the following information:</p> <ol style="list-style-type: none"> Add a title for the Action such as WFH Actions. Add as much detail into the Action Description field. Add a Due date that is reasonable and able to be completed by you as this is your action. <p>When done click OK</p>	
<p>If you have <i>actions</i> to be completed indicate No in the Inspection Completed section. If there are no actions, then select Yes.</p>	
<p>Save your checklist by clicking Save at the top of the screen or the floating save icon at the bottom of your screen.</p>	
<p>Need additional Help? Refer to your supervisor, local Safety Contact or someone from the Central team here, or email safety@unsw.edu.au. A WFH Toolkit can be found here: https://www.unsw.edu.au/planning-assurance/safety/resources/toolkit/working-from-home</p>	