



Pandemic Plan Flexible Work Policy

Purpose

This policy provides guidance regarding the use of flexible work practices in relation to UCW employees who are potentially exposed to the Coronavirus either via proximity to a confirmed case or during the course of international travel.

This policy is to be read in conjunction with the Pandemic Plan Leave Policy and most up to date directions specified by the Australian Government Department of Health and Government of Western Australia Department of Health.

Flexible Work Practices

To assist in maintaining a safe work environment for all staff, UCW encourages employees (where feasible) to engage in flexible work practices in order to minimising human to human contact. Flexible work practices includes:

Working from Home

- Where an employee's position enables work to be undertaken offsite (ie from home), employees may seek permission from their Practice Lead/Team Lead to work from home in the following scenarios:
 - They have returned from overseas
 - They are aware that some employees in their work environment may/have been infected with the virus
 - They are aware that they have come into social / community contact with someone infected with the virus
 - Reduce face to face contact by rotating staff between working at a UCW site and working from home.
- Working from home assumes that your health and wellbeing enables you to undertake your duties satisfactorily. Working from home will require attendance at meetings via phone/Skype/ Zoom and it is expected that outcomes will be delivered as per normal.

OHS Considerations when Working from Home

- UCW is held to the same duty of care in relation to an employee working from home as an employee working from a UCW work site. Whilst working from home, the home (or part of it) of the employee becomes a 'workplace' and employees are required to comply

with the Occupational, Health and Safety Act 1984. In particular, Section 19 which refers to duties of other persons at the workplace.

- UCW asks that employees report any potential hazards (as per Section 20 of the Act) within their home which may cause an accident in the working environment. Employees must also ensure that their designated working environment is well lit, ventilated and furnished with sound ergonomic equipment.
- Employees working from home must complete to the Computer Workstation Self-Assessment Checklist. (please see attached)
- Practice Lead/Team Lead shall maintain regular contact with those employees working from home in accordance with the Act.
- In the event that an incident should occur whilst working from home, employees must report it immediately to Nudge Stiles, Safety and Wellbeing Advisor at nugent.stiles@unitingcarewest.org.au.

Flexible Hours

- The UCW Employee Collective Agreement (ECA) provides for a span of ordinary hours from 6am to 8pm Monday to Sunday. Staff (who are not classified as shift workers) wishing to stagger their start and finish times may do so, provided they do not exceed their standard hours of 7.6 hours per day.
- Working staggered hours would require authorisation from the immediate Practice Lead/Team Lead and consideration of the hours worked by the entire team in order to minimise the impact on services and productivity.

Working from Alternative Sites

- UCW has a number of different sites, some which have a limited number of staff who are permanently located at the site.
- Staff may elect to work from an alternate site provided they are able to work effectively, and they have received prior approval from their Practice Lead/Team Lead.

Variations

UCW reserves the right to vary, replace or terminate this policy from time to time.

Authorisation

Amanda Hunt
Chief Executive Officer

Effective date: 17 March 2020
Review date: As Required

Page 2 of 2 Pandemic Plan Flexible Work Practices Policy