

Remote and Hybrid Work Plan

SAMPLE

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Remote and Hybrid Work Plan

1. Purpose, Scope and Objectives

This Remote and Hybrid Work Plan sets out how [Company Name] will manage work health and safety (WHS) risks associated with employees working remotely, from home, or in hybrid arrangements across office, corporate, retail and wholesale operations.

The objectives of this plan are to:

- Ensure workers have safe systems of work when working remotely or in hybrid arrangements.
- Comply with WHS legislation, relevant Codes of Practice and Australian Standards.
- Clarify WHS responsibilities for officers, managers, supervisors, workers and others.
- Identify hazards specific to remote and hybrid work and implement effective controls.
- Support workers' physical and psychological health, wellbeing and consultation rights.

This plan applies to:

- All employees, contractors and labour-hire workers engaged by [Company Name] who perform work away from a primary workplace, including:
 - Office and corporate staff working from home or other remote locations.
 - Retail and wholesale staff performing administrative, buying, online fulfilment, customer service or management duties remotely.
- All locations where work is undertaken remotely, including homes, co-working spaces and other agreed locations.

2. Legal and Regulatory Framework

2.1 WHS Legislation

[Company Name] will manage remote and hybrid work in accordance with applicable WHS legislation, including (as relevant to the jurisdiction):

- Work Health and Safety Act and Regulations (state/territory specific).
- Occupational Health and Safety Act and Regulations (for Victoria and Western Australia where applicable).

Key legal duties include:

- **Primary duty of care (PCBU/Employer):** To ensure, so far as is reasonably practicable, the health and safety of workers while they are at work, including when working remotely.

- **Officers:** To exercise due diligence to ensure [Company Name] complies with its WHS obligations, including oversight of remote work systems.
- **Workers:** To take reasonable care of their own health and safety, and that of others, and to follow reasonable WHS instructions, policies and procedures.

2.2 Codes of Practice and Standards

In implementing this plan, [Company Name] will have regard to relevant Codes of Practice and guidance material, such as:

- Managing the Work Environment and Facilities.
- Managing the Risk of Falls at Workplaces.
- Managing Psychosocial Hazards at Work
- Hazardous Manual Tasks.
- Safe Work Australia and state/territory regulator guidance on working from home and remote work.

2.3 Other Internal Policies

This plan should be read in conjunction with:

- WHS Policy.
- Incident Reporting and Investigation Procedure.
- Emergency Management Plan.
- Injury Management and Return to Work Procedure.
- HR policies on flexible work, performance management, privacy and IT security.

3. Definitions

For the purposes of this plan:

- **Remote work:** Work undertaken away from [Company Name]'s primary physical workplaces, where direct supervision is limited or not immediately available.
- **Hybrid work:** An arrangement where a worker splits their working time between [Company Name]'s workplaces and one or more remote locations (commonly the worker's home).
- **Home-based worksite:** A designated area within a worker's home or residence that has been assessed and agreed as suitable for work.
- **Workplace:** Any place where work is carried out for [Company Name] and includes any place where a worker goes, or is likely to be, while at work.
- **Worker:** Any person who carries out work in any capacity for [Company Name], including employees, contractors, subcontractors, outworkers, apprentices, trainees, work experience students and volunteers.