



etbi
Education and Training
Boards Ireland
*Boird Oideachais agus
Oiliúna Éireann*

WORK FROM HOME OFFICE EQUIPMENT SUPPLY POLICY AND PROCEDURE

*For all staff in
Education and
Training Boards
Ireland*

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1. INTRODUCTION

- 1.1 Education and Training Boards Ireland (ETBI) recognises the importance of providing staff members with the necessary equipment and ergonomic furniture to fulfil their contractual obligations.

2. PURPOSE

- 2.1 The purpose of this policy is to establish guidelines and procedures for the supply of work from home office equipment to ETBI staff members. This policy aims to ensure that staff members working remotely have access to necessary tools and resources to maintain productivity and fulfil their role responsibilities effectively.

3. SCOPE

- 3.1 The policy applies to all ETBI staff members who have been approved to work from home. It covers the procurement, distribution, and usage of work from home office equipment.

4. ELIGIBILITY

- 4.1 Staff members eligible for work from home office equipment are those who meet the following criteria:
- Have received approval for remote working from their relevant line manager.

- Adhere to ETBI's Hybrid Working Policy and Handbook.

5. MINIMUM WORKSPACE REQUIREMENTS

- 5.1 **Work Area:** The staff member must have a dedicated and quiet workspace at their home that allows for focused and uninterrupted work. This space should be free from distractions and provide a professional environment conducive to productivity.
- 5.2 **Ergonomic Furniture:** The staff member is encouraged to use ergonomic furniture, including an adjustable chair and appropriate desk, to support good posture and reduce the risk of musculoskeletal issues.
- 5.3 **Internet Connection:** The staff member must have a reliable and high-speed internet connection to ensure seamless communication and access to organisational systems and resources.
- 5.4 **Lighting:** Adequate lighting is essential for a productive work environment. The staff member should have sufficient natural or artificial lighting to reduce eye strain and enhance visibility.
- 5.5 **Electrical Outlets and Safety:** The staff member must have access to a safe and well-maintained electrical system to support the operation of electronic equipment, avoiding overloading electrical outlets to prevent hazards.
- 5.6 **Fire hazards:** The staff member must have access to a fire exit and their workstation must be supplied with a smoke detector in the case of a fire.

6. PROCEDURE

6.1 Process

The staff member requesting work from home office equipment must follow the established request process. Home office equipment is requested in two cases. Prior to

the commencement of a role, the HR department will be in contact with the staff member about their requirement for a chair or desk. Or as a result of a workstation assessment, the Workstation Risk Assessment form which is used in this case is included in the Appendix. In both cases, a member of HR and/or a certified Display Screen Equipment (DSE) Assessor will place the request on behalf of the staff member. Workstation risk assessments take place upon starting the role, every two years and in the case of a change of workstation, pregnancy and/or new injury.

In the case of specialised equipment being requested a doctor's note is required. The process includes submitting a request to HR, outlining the need for the equipment.

6.2 Approval

HR will review and approve equipment requests based on both organisational and individual needs, budget considerations and the staff member's job requirements.

6.3 Procurement Procedure

Upon approval, HR and/or the DSE Assessor will initiate the purchase of the requested equipment with the Facilities Administrator and/or the IT Officer. All purchases must comply with the organisation procurement policies and procedures.

6.4 Office Equipment

The IT Officer will provide staff members with a laptop, monitor, keyboard, mouse, and a mobile phone as appropriate.

A standard chair and desk will be made available if required. Equipment will be provided that is functional, efficient, and ergonomic. Staff members are not permitted to choose options outside of the available selection except when deemed medically necessary.

7. EQUIPMENT DISTRIBUTION

- 7.1 Upon approval the equipment request, the Facilities Administrator will coordinate the delivery to the staff member's designated work-from-home address. Staff members are responsible for the installation and set-up of the provided equipment.
- 7.2 IT equipment will be collected during an in-person induction day which takes place in ETBI headquarters in Naas. With regards to IT equipment, the IT department will provide remote and/or in person assistance at ETBI headquarters as needed.

8. ASSET TAGGING

- 8.1 On receipt of equipment, an asset tag will be issued to the staff member by the Facilities Administrator. It is the staff member's responsibility to fix the asset tag securely to the relevant piece of equipment. The asset tag will be recorded onto ETBI's asset tagging system.

9. SECURITY AND CONFIDENTIALITY

- 9.1 Staff members must adhere to the company's security and confidentiality policies when using work from home office equipment. This includes safeguarding sensitive information and following all security protocols as outlined in ETBI's Hybrid Working Policy and Handbook and ETBI's Clean Desk Policy.

10. RETURN OF EQUIPMENT

- 10.1 In the case that a staff member is terminated, contract and seconded completed or retires from their role they are required to return all ETBI equipment on or before their last day of work. Equipment to be returned includes desk, chair, monitor, laptop, and mobile phone where appropriate. In the case that a staff member acquired additional office equipment they are also responsible for ensuring these items are returned.
- 10.2 The cost of returning equipment is the responsibility of the exiting staff member. Where the exiting staff member wishes to keep equipment such as desks or chairs, this must be requested in writing and an outstanding cost agreed upon with the internal Director of Organisation, Support and Development.
- 10.3 In the event that furniture/equipment is not returned ETBI will seek reimbursement of the cost.

11. REVIEW OF POLICY

- 11.1 There will be a review of this policy two years after its introduction or earlier if deemed necessary by ETBI management.

APPENDIX – WORKSTATION RISK ASSESSMENT FORM

Workstation Risk Assessment

| | | | |
|--------------------|--|-----------------|--|
| Employee Name | | Directorate | |
| Last name | | Location | |
| First name | | Reported Issues | |
| Employee ID | | | |
| Date of Assessment | | | |

Screen

| | | | |
|--|--------|---|----------------------------|
| Characters are legible | Yes/No | Image stable and flicker free | Yes/No/No, order new cable |
| Screen can swivel and tilt easily and freely | Yes/No | Screen separated from laptop or an external screen provided | Yes/No |

Keyboard

| | | | |
|--|--------|---|-----------|
| Keyboard has matt surface. keyboard arrangements and characteristics of the keys suitable symbols on keys are legible and contrasted | Yes/No | Keyboard tiltable and separated from screen | Yes/No/NA |
| Space in front of the keyboard is sufficient to support hands/arms | Yes/No | | |

Desk

| | | | |
|--|-----------|--|---------------------|
| Work desk has sufficiently large low reflection surface and allows flexibility | Yes/No/NA | Document holder stable, adjustable, and positioned appropriately | Yes/No/NA/Requested |
| Adequate space to allow users to find comfortable position | Yes/No | | |

Chair

| | | | |
|--|---------------------------------|--|--------|
| Work chair stable and allows freedom of movement | Yes/No | Seat back adjustable in both height and tilt | Yes/No |
| Footrest | Yes/No/NA Required/Requested | | |

Environment

| | | | |
|---|--------|--|--------|
| Workstation provides space for user to change position and vary movements | Yes/No | Satisfactory lighting conditions/contrast between screen and background/prevention of disturbing glare | Yes/No |
| Adequate level of humidity/no excess heat at work station | Yes/No | | |

User/Computer interface

| | | | |
|---|------------------------------|--|-----------|
| Is the User familiar with the computer software programmes they are required to use to perform their tasks? | Yes/No/No, training required | Suitability of software to meet the tasks (for Hub only) | Yes/No/NA |
| Provision of training and instruction on the software, as appropriate, in order to perform tasks | Yes/No | Acknowledgement of periodic task breaks or changes of routine away from the screen | Yes/No |

Results

| | | | |
|----------|--|--------------------------------|--------|
| Findings | | Solution | |
| Assessor | | Recommended equipment provided | Yes/No |