

University of Melbourne – Information for Temporary and Permanent Relocation

UOM Health and Safety Team

Refer to the working away from the office OHS requirements here [Ergonomics health and safety page](#).

Pre-planned working from home guidelines

The University of Melbourne supports flexible work arrangements for its staff. For some staff this may mean an opportunity for a formal work from home arrangement. The following steps are required to effect a pre-planned working from home agreement:

- Approval from supervisor.
- Complete the [Planned workstation self-assessment checklist](#). This checklist authorises you to evaluate your own home workstation set up and identify any requirements necessary to conduct your work safely and productively. It also requests you submit a photograph of your workstation set up and sign a declaration that you will work only within the designated work zone.
- Complete the *Office Ergonomics* training module via [TrainME](#).
- Comply with the University [Health and Safety Policy \(MPF1205\)](#) and report any [incidents](#) via ERMS.

UOM Insurance Office

Permanent interstate relocation

- Advise Payroll Team. From the perspective of WorkCover insurance, UOM needs to make sure the staff member's location and wages are included in our declaration for that state. The Payroll team within HR services needs to have the individual noted as being based in the other state. The UOM Insurance office obtains data for the insurance renewals from the Payroll team.

Temporary interstate relocation

- If it is a temporary relocation then usually nothing is required and the employee remains a Victorian employee for the purposes of workers compensation insurance. Worksafe Vic has some guidance on this here and attached: <https://content-v2.api.worksafe.vic.gov.au/sites/default/files/2018-06/ISBN-premium-guideline-interstate-workers-2016-08.pdf>