











Working at an ACTPS FlexiSpace






FlexiSpaces provide options for short term work activities at a different location to your usual workspace. They are designed to provide flexible choices, flexible options, flexible locations to meet your needs at a point in time. This may be to:

- work closer to home,
- use a meeting room,
- meet with your team,
- connect with people,
- access a workstation with multiple monitors,
- ensure access to wifi for important stakeholder meetings, or
- access to equipment such as printing, scanning or digital whiteboard equipment.

What I need to know as a worker




 <p>Planning to visit</p>	<p>When planning to visit a FlexiSpace you need to:</p> <ul style="list-style-type: none"> • Have a discussion with your manager or supervisor if you are planning to use an ACTPS FlexiSpace. Your manager or supervisor has responsibilities to ensure you are safe where you work. This conversation will ensure that conditions that extend beyond your usual work location are considered • Book a desk via the Wayfinding app – this ensures that a desk is available and reserved before you arrive
 <p>Site induction</p>	<p>An induction is necessary so you understand:</p> <ul style="list-style-type: none"> • what to do in an emergency • where the fire stairs are, how to evacuate, and where the emergency assembly point is • location of first aid kits and contacts for if you need assistance • who to contact if you see something wrong, or something is broken • the layout of the FlexiSpace you want to visit
 <p>Access</p>	<p>When you enter a FlexiSpace:</p> <ul style="list-style-type: none"> • Do not allow others to follow you through the door. Be aware of 'tailgaters'. Your access pass lets you in, not others (see 'Visitors' below for more info) • Swipe your access card on entry / exit, irrespective of whether entering / leaving as a group • Wear and display your ACT Government security pass at all times while in FlexiSpaces
 <p>COVID safety</p>	<p>Be mindful and vigilant for our COVID safe arrangements:</p> <ul style="list-style-type: none"> • Stay home if unwell • Inform FlexiSpace@act.gov.au if you become COVID positive within 24hrs of visiting a FlexiSpace. This is in addition to RiskMan reporting requirements • On arrival, use the hand sanitiser, wear your mask if required


	<ul style="list-style-type: none"> • Wipe down your workstation, monitor edge, keyboard and mouse, and chair handles before and after use • Wipe down surfaces such as meeting room tables and kitchen tables before and after use • Remember to physically distance
 <p>Your work space</p>	<p>Adjust your workstation to suit your needs:</p> <ul style="list-style-type: none"> • adjust your desk, chair and monitors as you would in your normal office location • connect your laptop and any additional hardware you have such as your headset
 <p>Be mindful of others</p>	<p>Be mindful of others in shared work locations – choose the right space:</p> <ul style="list-style-type: none"> • consider moving away from your desk if speaking on your phone or in online meetings for extended periods – take advantage of unoccupied spaces, open areas, meeting rooms etc. • be mindful of confidential conversations • if you are in a designated quiet work area – remember that there are no phone calls or conversations in these spaces. • catching up with colleagues is encouraged – just be mindful of your impact for others when meeting with them. Consider moving away from your workspace.
 <p>Meeting rooms</p>	<p>Meeting rooms can be booked as per the normal booking procedure:</p> <ul style="list-style-type: none"> • minimise noise where possible • leave the room neat and tidy, and sanitise as per the COVID requirements above
 <p>Printers and photocopiers</p>	<p>'FollowMe' printers are onsite and require access via your pass</p> <ul style="list-style-type: none"> • report any faults with the machine via FlexiSpace@act.gov.au • leave the area tidy by disposing of unwanted copies – remember to put confidential or sensitive items in the secure bins provided
 <p>WHS issues</p>	<p>If you have an accident or need to raise a WHS issue or hazard:</p> <ul style="list-style-type: none"> • contact your manager/supervisor as normal • complete a RiskMan incident report online • email FlexiSpace@act.gov.au if something needs fixing or addressed physically in the space
 <p>First aid</p>	<p>If you require first aid:</p> <ul style="list-style-type: none"> • first aid kit(s) are available • larger sites have designated first aid rooms • larger sites with information desks have security guards who are first aid trained • contact a family member, friend or colleague to come and help you • for emergencies dial 000 • Defibrillators with automated instructions are available at each site

	<ul style="list-style-type: none"> Wayfinding can assist with letting you know if and where a first aid officer has booked a workstation, and help you to contact them via Teams
 <p>Emergencies</p>	<p>If there is an emergency and the building alarm sounds:</p> <ul style="list-style-type: none"> gather your personal belongings and laptop, and prepare to leave follow the instruction of the automated tone and evacuate. Do not wait for instruction from a warden
 <p>Building issues</p>	<p>If you need to report a building fault:</p> <ul style="list-style-type: none"> report this to FlexiSpace@act.gov.au do not assume someone else will do it. It is better to have multiple reports of the same issue than none at all.
 <p>Visitors</p>	<p>If you have a visitor:</p> <ul style="list-style-type: none"> they must be escorted at all times those they are meeting with must ensure that they have told their visitors where emergency stairs and first aid support is visitors should sign in at sites with reception or Information Desks. Manual sign in sheets may also be present at other sites
 <p>Be considerate</p>	<p>Be mindful that you are sharing a work environment. Consider things such as food allergies and wearing strong perfumes.</p>
 <p>Personal belongings</p>	<p>Personal belongings are required to be taken with you when you leave. Don't forget to check the locker.</p>

What I need to know as a manager/supervisor of someone working in a FlexiSpace:


Your normal management principles continue to apply in addition you should:

 <p>discuss options</p>	<p>If one of your workers says that they would like to work from a FlexiSpace, make sure you have had a discussion with them about flexible work arrangements, expectations and WHS arrangements. Information on flexible work can be accessed here.</p>
 <p>site induction</p>	<p>Ensure workers complete and understand induction requirements for the various site.</p>
 <p>WHS and assistance issues</p>	<p>Discuss any WHS issues with workers and escalate to WHS lead/co-ordinator if necessary.</p> <p>Discuss any requirement for a Personal Emergency Evacuation Plan (PEEP), and if in place – practice the arrangements you have documented</p> <p>Ensure that your team knows how to report a WHS issue and know how to find assistance or help</p> <p>Ensure they have completed induction</p>



 <p>keep in touch</p>	<p>Check in with staff, irrespective of whether they are working onsite, from home or in a FlexiSpace. Remind them of the importance of booking a desk before arriving.</p>
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Directorate

What I need to know as a WHS Lead

 <p>WHS issues</p>	<p>WHS issues raised in relation to a FlexiSpace:</p> <ul style="list-style-type: none"> • will involve shared responsibility with other duty holders to address the issue • will require co-ordination to ensure the issue is captured in the incident reporting system • will require reporting of incidents reported through RiskMan to be also reported to FlexiSpace@act.gov.au that require an onsite fix
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What I need to know as an Executive or Director General

 <p>ongoing consultation</p>	<p>Ongoing consultation will be required:</p> <ul style="list-style-type: none"> • with all duty holders when a new site is established • to resolve WHS issues associated with FlexiSpaces
 <p>ongoing risk management</p>	<p>Ongoing risk management:</p> <ul style="list-style-type: none"> • will require co-ordination with other duty holders to ensure risks are identified and actioned