

## Work equipment

### Display

Large, anti-glare display (at least 17" LCD display<sup>1)</sup> is available.

Display is slightly lower than eye level.

Distance between eyes and screen is 50–80 cm.

Characters are displayed black on a light background (positive polarity).

When working in the evening, night light mode is activated two hours before bed at the latest.

### Keyboard, mouse and headset

Separate keyboard and mouse are available.

Distance from keyboard to desk edge is 10–15 cm.

Keyboard has an anti-glare surface.

Keyboard has light keys with dark symbols.<sup>1</sup>

Mouse can be used with a relaxed posture and arm position.

Headset is available when required.

### Technical requirements

– if necessary for work assignments

Fast, powerful internet connection is available.

Software and hardware are available for online meetings.

Access to server is available.

Technical support is provided in good time, if required.

### Arrangement of work equipment at the workstation

Frequently used equipment is set up in the central field of view.

## Workstation

### Desk

Desk and screen are positioned to avoid disruptive reflections and glare; daylight is coming from the side.

Sufficient working space is available.

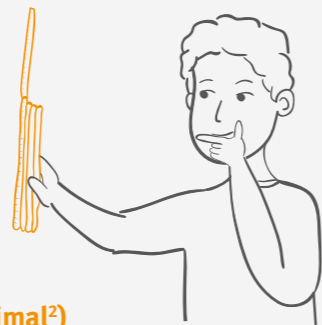
- » optimal<sup>2</sup> – 160 cm x 80 cm
- » functional<sup>3</sup> – 120 cm x 80 cm
- » minimal<sup>4</sup> – 80 cm x 60 cm

The desk height is correct when it allows the elbows to form a right angle with the desk top while the forearms are resting on it. In this position, shoulders and upper arms should be relaxed.

- » optimal<sup>2</sup> – desk height-adjustable
- » functional<sup>3</sup>/minimal<sup>4</sup> – desk not height-adjustable (74 ± 2 cm)

Sufficient forward/lateral leg space available.

- » optimal<sup>2</sup> – 120 cm x 80 cm
- » functional<sup>3</sup> – at least 85 cm x 80 cm
- » minimal<sup>4</sup> – at least 60 cm x 60 cm



### Desk chair (optimal<sup>2</sup>)

Swivel desk chair has five wheels, adapted to the floor.

Active sitting is possible due to moveable backrest.

Seat depth is adjustable and the full seat surface is used.

Seat height is adjusted – feet are on the ground, knees bent at an angle slightly greater than 90°.

Backrest or lumbar support is height-adjustable.

Armrests are height-adjustable (same height as the desk top) and forearms are resting on them.

## Work environment

### Space requirements

There is sufficient space to move around at the workstation.

- » optimal<sup>2</sup> – 160 cm x 100 cm
- » functional<sup>3</sup> – 120 cm x 80 cm
- » minimal<sup>4</sup> – 80 cm x 80 cm

Tripping hazards are removed.

### Lighting

Workstation has sufficient lighting; additional floor or desk lamps are used if necessary.

There is a visual connection to the outdoors.

Suitable sun protection is installed to prevent reflections and glare.

Warm white light is used in the evening, at the latest two hours before bed.

### Room climate

Ideally, the air temperature should be 20–22 °C.

Disruptive draughts are avoided.

The work room is ventilated regularly.

## Work assignment

Work assignment is suitable for working from home.

Scope for decision making and responsibility are clearly defined.

Software is suitable for the work assignment.

Employees have work structuring skills. Support is provided by the employer.

Information and offers on the promotion of individual safety and health competence are provided by the employer.

## Work organisation

### Separating work from private life

Work and living areas are separate.

There is a clear line between work and private life.

Company/organisational data is protected when working in a private setting.

Employee data is protected.

### Work routine

Concentrated, targeted work is possible.

Time windows are agreed for being reached by superiors and colleagues.

Screen work is interrupted by alternating work tasks.

Active movement or small exercise breaks are encouraged.

There is sufficient access to company communications and information.

### Working time

It is possible to arrange working times flexibly.

(Short) breaks and statutory rest breaks are observed.

Work-related availability outside of working times is avoided.

There is a system for documenting working time and overtime and this system is actually used.

### Communication

(Regular) professional and social exchange with superiors and colleagues is possible.

Fatigue resulting from frequent and long video calls (Zoom fatigue) is prevented.

The relationship of trust between manager and employees is promoted through appreciative, fair treatment.

There is plenty of opportunity for feedback and communication in the case of problems or employee requests.

There is frequent communication regarding duties, workload and successes.

<sup>1</sup> Measurements in the checklist are taken from FBVW-402 and DGUV Information 215-410

<sup>2</sup> optimal: well-set-up computer workstation, also suitable for full-time telecommuting work

<sup>3</sup> functional: suitable for several days of work

<sup>4</sup> minimal: suitable for occasional work from home

