

## 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).
- Night light mode is activated in the evenings, at the latest two hours before bed.

### Keyboard and mouse

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

### 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.

### Arrangement of work equipment at the workstation

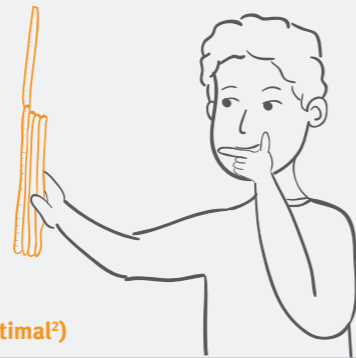
- Frequently used equipment is set up in the central field of view.

## 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 × 80 cm
  - » functional<sup>3</sup> – 120 cm × 80 cm
  - » minimal<sup>4</sup> – 80 cm × 60 cm
- The desk height allows your elbows to form a right angle when your forearms are resting on the tabletop.
  - » 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 is available.
  - » optimal<sup>2</sup> – 120 cm × 80 cm
  - » functional<sup>3</sup> – at least 85 cm × 80 cm
  - » minimal<sup>4</sup> – at least 60 cm × 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 tabletop) 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 × 100 cm
  - » functional<sup>3</sup> – 120 cm × 80 cm
  - » minimal<sup>4</sup> – 80 cm × 80 cm
- Tripping hazards are removed.

### Lighting

- Workstation has sufficient lighting; additional floor or desk lamps are used if necessary.
- There is a line of sight 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

- Air temperature is 20–22°C/max. 26°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 area of 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 when you can be 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.

### Communication

- (Regular) professional and social exchange with superiors and colleagues is possible.
- 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 sporadic/occasional and sometimes also daily work from home

