

Appendix 1 - Working From Home Checklist

Health & Safety – Home Office Workstation Requirements

The below information has been collated from guidelines and legislative requirements set out by the Safety Health and Welfare at Work Act 2005.

Are You Sitting Correctly?



- Head**
Head back, Chin tucked, Ears Shoulders Hips aligned
- Eyes**
Level with top 1/3 of monitor
- Keyboard**
Same height as elbow with wrists slightly bent
- Mouse**
Adjacent to and at same height as keyboard
- Chair Height**
Hips slightly more than 90 degrees feet flat on the floor
- Chair**
Fully adjustable with lumbar support in small of the back
- Elbows**
At sides slightly more than 90 degree bend
- Neck**
Use a headset do not cradle phone between head & shoulder
- Document Holders**
Adjacent to and at same height as monitor

Image of how you work-station should be set up

Work Desk

- I. The work desk or work surface shall have a sufficiently large – low reflectance surface and allow flexible arrangement of the Screen, keyboard, documents and related equipment.
- II. The document hold should be stable and adjustable and shall be positioned so as to minimise the need for uncomfortable head or eye movement.
- III. There shall be adequate space for users to find a comfortable position.

Work Chair

- I. The work chair shall be stable and allow the user easy freedom of movement and a comfortable position.
- II. The seat shall be adjustable in height.
- III. The seat back shall be adjustable in both height and tilt.
- IV. A footrest shall be made available to any user who requires one.

Space Requirements

The workstation shall be dimensioned and designed so as to provide sufficient space for the user to change position and vary movements.

There should be sufficient space for the employee to feel comfortable and to have room to stretch or reach arms or legs and to turn from side to side. In office environments, 4.65 square

metres should be the minimum amount of floor space allowed for every person employed in any room, including the area occupied by the office desk and chair but excluding filing cabinets and other office furniture.

Lighting Requirements

- I. Lighting (including room lighting, spot lighting or work lamps) shall ensure satisfactory lighting conditions and an appropriate contrast between the screen and the background environment, taking into account the type of work and the user's vision requirements.
- II. Possible disturbing glare and reflections on the screen or other equipment shall be prevented by coordinating the layout of workstations within the place of work with the positioning and technical characteristics of the artificial light sources.

Correct lighting arrangements are essential if eye fatigue is to be avoided. Suitable background lighting is required for VDU work to provide an appropriate contrast between the screen and the background environment and to avoid problems of reflection and glare. As a general rule, a level of lighting of 300 to 500 lux should be appropriate. If more light is required for reading documents, local lighting should be used. However, the light from a table lamp etc. must not shine on the VDU or the immediate surrounding area. Below are some general points to consider in relation to lighting:

- All lights should be provided with shades or glare shields
- A lux meter is a simple device for measuring light levels

Confirmation

I confirm that I have read and understood the above requirements and that my home office meets these requirements. Furthermore, I am aware that in the event of any change to the requirements that I must satisfy these changes in full.

Additionally, should I, for any reason be unable to meet the requirements outlined above and/or any updated requirements going forward, I am aware that I must notify my manager immediately to advise of same.

I am also aware that should I require an ergonomic assessment, that it is my duty to request same through my manager.

Signature **of** **Employee** _____

Date