**Work from home**

**Work equipment** ⋅ Workstation ⋅ Work environment ⋅ Work assignment ⋅ Work organisation

---

**Display**
- Large, anti-glare display (at least 17” LCD display) 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.
- This checklist is also available in a long version in A4 format: www.dguv.de/publikationen

**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.

---

**Workstation**

**Desk**
- Desk and screen are positioned to avoid disruptive reflections and glare; daylight is coming from the side.
- Sufficient working space is available.
  - optimal² = 160 cm × 100 cm
  - functional¹ = 120 cm × 80 cm
  - minimal = 80 cm × 80 cm
- The desk height allows your elbows to form a right angle when your forearms are resting on the tabletop.
  - optimal² = desk height-adjustable
  - functional¹/minimal = desk height adjustable (74 ± 2 cm)
- Sufficient forward/lateral leg space is available.
  - optimal² = 120 cm × 80 cm
  - functional¹ = at least 85 cm × 80 cm
  - minimal = at least 60 cm × 60 cm
- 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.

**Space requirements**
- There is sufficient space to move around at the workstation.
  - optimal² = 160 cm × 100 cm
  - functional¹ = 120 cm × 80 cm
  - minimal = 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.

**Arrangement of work equipment at the workstation**
- Frequently used equipment is set up in the central field of view.

---

**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**
- 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.
- There is a system for documenting work communications and information.
- 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.

---

© Published by: German Social Accident Insurance (DGUV), 1/2021

Measurements in the checklist are taken from FBVW-402 and DGUV Information 215-410

1. Measurements in the checklist are taken from FBVW-402 and DGUV Information 215-410
2. optimal: well-set up computer workstation, also suitable for full-time telecommuting work
3. functional: suitable for several days of work
4. minimal: suitable for sporadic/occasional and sometimes also daily work from home