



# WORK FROM HOME GUIDANCE DOCUMENT

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## **1.0 Aim of Guidance Document**

- 1.1 The purpose of the guidance is to help Employers Formulate their Working From Home Policy.
- 1.2 Give information on how to suitably manage the risk of Working From Home.
- 1.3 Highlight legislative duties relating to Working From Home.
- 1.4 Answer specific questions relating to Working From Home
- 1.5 Answers to Frequently Asked Questions Relating to Working From Home

## **2.0 Answers to WFH Questions**

### **2.1 As an employer what is the duty we have to our employees working from home, do we need to provide equipment or specific items for each employee?**

#### ***2.1.1 General Guidance: Employers Duty of Care for employees working from home***

The duty of care and responsibilities and requirements under the Safety, Health and Welfare at Work Act 2005 have not changed.

##### *2.1.1.1 Safety, Health and Welfare at Work Act 2005*

Employers have specific duties to ensure the safety, health and welfare at work of all employees. These duties include the employee's workspace where employees are required to work from home.

Key duties that apply to the work activity and workspace include:

- managing and conducting all work activities to ensure, as far as reasonably practicable, the safety, health and welfare of employees,
- providing safe systems of work that are planned, organised, and maintained,
- assessing risks and implementing appropriate control measures,
- providing safe equipment
- providing information, instruction, training and supervision regarding safety and health to employees, and
- having plans in place for emergencies.

With homeworking, the employees home becomes the workplace. Under the Safety, Health and Welfare at Work Act 2005 (as amended) an employer has a duty of care to their employees. This includes providing and maintaining a safe workplace, preventing any improper conduct or behaviour likely to put the safety, health and welfare of employees at risk and providing instruction and training to employees on health and safety.

The employer needs to:

- Carry out a suitable risk assessment of the employee's homework space when they commence working from home and at periodic intervals throughout their employment. This essentially means that a Display Screen Assessment (DSE Assessment) is performed on each staff member. (See more information below)
- Provide training on safe working practice.

Admittedly, the Act is dated and does not give sufficient guidance taking into consideration the increasingly flexible nature of work. Employers require more guidance on how to safely manage the risk. However, it is the law of the land and there will not be any change to the Irish Acts or Regulations until there is an updated Directive finalised at a European level. Brexit slowed down

progress on this area but there are plans at a European level to address this and a working group has been set up, so hopefully this will be addressed in the near future.

#### *2.1.1.2 Organisation of Working Time Act, 1997*

Under the Organisation of Working Time Act, 1997, Employers are obliged to record working time information for each employee on a daily basis to include starting and finishing times, rest breaks, daily breaks and weekly breaks.

#### *2.1.1.3 Data Protection Act, 2018*

Under the Data Protection Act, 2018, Employers are obliged to manage GDPR data breaches that could arise from a loss of physical data when transporting information between work and home or greater risk due to accidental or deliberate leaking personal data. If employees have access to sensitive information, ensuring there are lockable cabinets available to them would be best practice.

### **2.1.2 General Guidance: Equipment required to be provided to employees.**

The employer needs to provide suitable equipment that is with Schedule 4 Requirements (See Appendix A – Relevant Legislation). This essentially means employees should be provided with:

- An office chair, with a 5-star base, height adjustable gas stem, swivel base and a backrest that is both height and tilt adjustable.
- A workstation that allows the employee to work in a neutral posture and does not force them into awkward postures due to obstructions, working heights, lack of space etc.
- A separate keyboard (that is Tilttable) and mouse.
- Screen (either):
  - A monitor that is adjustable to a suitable height that they don't need to tilt their head downwards, OR
  - An elevated laptop (used with separate mouse and keyboard)
    - A laptop is not directly referenced in these Act; however under these Act, the keyboard is required to be tilttable and the keyboard is required to be separate from the screen so as to allow the user to find a comfortable working position which avoids fatigue in the arms or hands. A laptop does not have a separate keyboard and should not be used for long periods of time and a risk assessment must be carried out to assess the usage of the laptop and the setup of the temporary laptop workstation.
- A footrest must be provided, if required.

### **2.1.3 Health and Safety Authority's Guidance**

Employers must identify what equipment/resources employees need to work from home and to agree these with the employee. Required equipment can be recorded in the homeworking risk assessment/checklist in Appendix 1. Such equipment may include:

- work desk and adjustable chair,
- IT equipment, for example monitor, keyboard mouse, printer,
- a headset if dealing with frequent phone calls,

- work phone, and
- adequate stationery.

**Step 1** (Step 2 referenced in question 2):

The employer engages with their employees who are working from home and sends out a Remote Work questionnaire to employees. Employees will need to complete the questionnaire. The completed questionnaire should capture information such as the type of equipment needed by each employee for their home workspace and information on whether or not the employee has any musculoskeletal discomfort such as neck or wrist discomfort. The employer needs to follow up and address any issues identified in the completed questionnaire.

The employer should consider including the following questions in the Remote Work questionnaire; however, this is not an exhaustive list of questions.

- Does the employee have a keyboard, mouse and separate monitor connected to their laptop?
- Is the employee's workspace set up to allow the employee to view the monitor at a height which avoids bending of the neck for sustained periods of time?
- Does the employee have access to other suitable accessories such as laptop stands which allow the laptop to be connected to the keyboard and positioned at a suitable height?
- Does the employee take regular short breaks from sitting by standing up and moving about for 1-2 minutes every thirty minutes?
- Is the employee's workspace set up to allow space in front of the keyboard to provide support for the hands and the arms?
- Does the employee have a chair that is adjustable in height?
- Does the employee have a chair that has a back rest that is adjustable in height and tilt?
- Does the employee have any back support on their chair (for example a back rest or cushion)?
- Is there adequate lighting to allow comfortable working?
- Is the employee experiencing any musculoskeletal discomfort?

When all equipment/ resources identified have been provided and set up in the homeworking environment then the employer can proceed to Step 2.

## **2.2 What is the guidance on DSE assessments for employees working from home during Covid-19?**

It is important to note, that an employee working from home does not remove the employer's obligations to provide suitable equipment or their obligation to provide a safe work environment to employees. The expectation is that employers would still provide accommodations and look particularly at higher risk employees.

In April 2020, the HSA guided employers that due to the unforeseen nature of the Covid-19 pandemic, employers could consider the home working environment as a temporary workstation. However, on the 30<sup>th</sup> October 2020 the HSA published updated guidance, advising companies that it was no longer acceptable to consider employees who have been working from home for months as temporary employees.

### 2.2.1 Health and Safety Authority's Guidance

Employers should consider doing online ergonomic assessments of an employee's home workspace through video calls or through the use of other technology platforms in order to make sure that the workspace is set up correctly.

The HSA recommend a two-step process:

**Step 2** (Step 1 referenced in Question 1):

After the initial issues have been addressed at step 1 including the provision of equipment for the home workspace, the employer must engage the services of a competent person who can carry out the homeworking assessment/checklist in consultation with the employee. This should be done through a video call on a smartphone, to give the assessor visibility of the risks to the specific work area.

The assessor must record any specific issues identified at an employee's home workspace and agree on corrective actions with the employee. Once any corrective actions have been actioned then the homeworking assessment checklist can be signed off by the assessor and employee.

Priority should be given to those employees who have reported musculoskeletal discomfort. The ergonomic risk assessment needs to take account of the following:

- employee's posture, level of intensity of keyboard/mouse work, freedom of movement
- information on the general environment at the workspace including set-up of the equipment, the lighting environment and potential sources of glare
- information on the nature of the employee's work at the computer.

## 2.3 As a company what is the requirement surrounding WFH Assessments for employees?

***2.3.1 - Risk assess home working as a policy across the entire organisation and define minimum requirements for a suitable workstation and work environment.***

Responsibility for health and safety at work rests with the employer whether or not that work is being done in the employee's home. In normal circumstances, employers should only open homeworking to employees that have a safe work environment and suitable work equipment prior to the employee starting to work from home. However, this general risk assessment should be done for all employees working from home retrospectively. It is prudent to have a Homeworking Pre-Approval Assessment that is sent to employees as part of the general risk assessment.

The risk assessment will recommend controls and will balance commercial decisions against the health and safety benefits. It will document the rationale of your decision making that demonstrates the thought process in decisions made. The risk assessment must consider safe access to the workspace, suitable light, ventilation and heat, adequate space that allows them to sit/stand without bending or twisting awkwardly and adequate space to accommodate all work materials. The work area should be free of trip hazards and clutter and electrical sockets should be checked

for charring, exposed wires and frayed cables. As well as gathering information on the equipment and work environment, it is recommended to ensure all contact details for employees are on file and agree means of contact and emergency contact.

DSE Regulations set out in Schedule 4 a series of specific requirements for the workstation. If your employees only available workstation is sitting on an armchair, or at the dining table with a laptop, notepad in bad lighting, this has now become your workplace and controls should be put in place to reduce the risk.

What steps that need to be taken will depend on what type of work is performed and the demographics of the working population i.e. aging population, young workers, vulnerable employees, employees with health conditions, pregnant employees etc.

Refer to Section 1.0 above for further information

### ***2.3.2 - Training and information on safe working practices.***

Employers inform the employee of any specific risks regarding working from home and guide them on how to work safely. A homeworking guidance document should be made available. The employer must provide guidance on safe working practices, how to set up their home workstation and frequency of breaks. Information should also be provided to employees/managers:

- On expectations on means of contact and frequency of contact and reporting expectations. Arranging regular updates via phone, web or email with each employee
- How to arrange IT support in the event of technical problems.
- It is important to open a feedback loop with employees and it should be detailed when it is important for the employee to contact their employer. This could be in regard to their health or safety.
- Employees must be given regular feedback on their work also.
- Encourage employees to maintain contact with colleagues also, as there are psycho-social challenges from working from home. Consider particularly those living alone where their social links have been limited. This has been a particularly challenging time for these employees, and it is important that this is recognised.
- (See Section 2.4.1 Training and Information below)

### ***2.3.3 - DSE Assessments***

Employers would need to provide a compliant remote/in-person DSE assessment to all employees

1. The Act requires a suitable and sufficient risk assessment to be performed by a competent person on the home office. The Health and Safety Authority (HSA) guide that it is not sufficient to simply send photos of the work environment and do a remote assessment via phone call or standard video call, where you are just looking the person's face, without actually seeing the live environment, how the employee is set up relative to their workstation and how they interact with the workstation and environment.
2. In normal circumstances the assessor would need to travel to the employee's home, however it is possible to do compliant remote assessments through the use of technology where you can assess working postures and the environmental factors

3. When there are large numbers involved, technology can be used as a tool as part of the assessment to manage this risk. The right technology can be used to provide training and would automate the employee risk rating process. This will allow organisations to easily prioritise high risk employees for assessment by a competent assessor first. It will also streamline action items to the relevant departments.

#### ***2.3.4 - Managing risk for employees with known physical/medical requirements***

Regardless of whether the work arrangement is temporary or long-term, we need to manage the risk to employees. With the pandemic, sending a competent assessor to the employee's home is not appropriate with the current social distancing guidance. However, if there is a foreseeable risk to employees with known medical conditions or other specific requirements, it is recommended that a specific remote risk assessment is performed based on the employee's requirements

Employees with specific requirements who are not effectively accommodated are putting their health at risk, their ability to work effectively is impacted and potentially their ability to work at all. The home-work environment is now going to be the greatest health and safety risk for many of these vulnerable employees. Employers have a duty of care to put in controls that appropriately manage this risk and as time passes, this allows employers to respond, to plan and to risk assess the situation. The argument that it is not reasonably practicable to do so becomes weaker and weaker the more time passes and the longer the potential duration of the exposure to the environment.

Companies should engage with their occupational health advisors to determine the most suitable assessment for the employee's requirements. Ergonomic specialist companies like KOS Ergonomics can provide remote assessments in these situations using technology to assess the employee requirements, the live work environment and view the employee's workstation. Employees with known physical/medical requirements impacted by work (e.g. arthritis, musculoskeletal disorders, pregnant employees etc.) are higher risk. If the employer can't provide them with a suitable workstation and work environment, and if this puts the employee at risk, then the employee would be unfit to work at this set up.

For employees with specific requirements it is extremely important that there is an efficient feedback loop to accommodate the people who are struggling. There needs to be clear communication channels, and these must be communicated to employees and management. Employees should be encouraged to raise any concerns they have around the suitability of their workplace to meet their physical requirements.

## 2.4 How do you do a compliant DSE assessments for employees working from home?

### 2.4.1 *Training and Information*

- The employer must provide suitable training to employees on the use of workstations before commencing work with display screen equipment and whenever the organisation of the workstation is modified.
- Training should include:
  - Homeworking policy.
  - A general appreciation of the computer system to which the VDU may be linked,
  - Appropriate induction training. Employees should understand how the work is organised so as to comply with Chapter 5 of Part 2 of the General Application Regulations. This could include a written record of the changes made to the workstation and information on rest and posture breaks. The employees should be informed why the changes were made and the benefits of such changes.
  - Instruction on the general principles of ergonomics, the proper adjustment of furniture, screens, keyboard, lighting etc. so as to suit individual employee's height, reach etc. This should include a general understanding of the use of different adjustments on the work chair and correct positioning of such accessories as the mouse, document holder and telephone. If an employee spends a lot of time on the phone during the workday consideration should be given to the provision of telephone headsets.
  - Information on the types of musculoskeletal disorders, the symptoms and the systems in place on how to report suspected musculoskeletal disorders to your employer.
  - How the risk assessment/checklist process will be conducted.
  - Information on eye and eyesight tests; and
  - How to plan work to allow for regular breaks or changes in work activity to reduce workload at a computer workstation

Note: Training can be carried out in a variety of ways for example eLearning, online meeting/training or in-house training and records should be kept.

### 2.4.2 *The Assessment:*

- The Act requires a suitable and sufficient risk assessment to be performed by a competent person. Competence is demonstrated through the individual's knowledge, training and experience. Competence is subjective to the complexity of what or who is being assessed i.e. assessing an employee with a more complicated health issue/injury would require a higher degree of competence than assessing an employee with minor or no issues.
- The assessor should first consult with the employee at the workstation in order to collect information on the main tasks completed at the workstation and any relevant background information. It is important to provide the employee with an opportunity to comment during the course of the assessment.
- The assessor should observe the employee at the workstation and observe their posture and working habits relative to the workstation.

- The assessor should assess whether the workstation meets the minimum requirements detailed in Schedule 4 of the Display Screen Equipment Regulation.
- The assessor should assess whether work at this workstation poses a risk to the employee's safety, health or welfare.
- It is not sufficient to allow the employee to self-assess their workstation without the input of a competent assessor. That would be deemed a delegation of risk and would not be acceptable.

#### **2.4.3 The Report**

- The assessor should detail the issues to be addressed on the risk assessment form.
- Brief overview of the tasks completed at the workstation
- Evidence that all aspects detailed in Schedule 4 were taken into account as part of the analysis or risk assessment
- Details of issues that need to be followed up
- Details of an action plan to address outstanding issues which stipulates who is responsible, what actions will be taken and when they will be completed.  
An action plan should be prepared stipulating:
  - How the issues will be addressed
  - Who will take the necessary action?
  - When the actions will be completed.
- A copy of the completed risk assessment should be given to the employee for his or her records and for further follow-up where required. It is the responsibility of the employer to ensure that the actions are completed.

## **2.5 What is the guidance surrounding Means of Communication with Homeworkers?**

HSA guide that Employers should consider the following:

- ensuring all contact details for employees are on file and agree means of contact
- arranging regular updates via phone, web or email with each employee
- schedule time for informal conversation at the beginning and end of video conference meetings.
- providing employees with emergency contact numbers
- arranging IT support in the event of technical problems where relevant
- providing employees with information detailing when it is important for them to contact their employer
- making sure work is organised in such a way that the employee takes regular breaks and can separate his/her work life and daily life
- providing employees with regular feedback on their work
- encouraging employees to maintain contact with colleagues

## **2.6 What is the guidance surrounding employees who work from home less than 1 days a week?**

### **2.6.1 WFH Compliance**

An employer must:

- Determine whether the duration the employee works in this area can be deemed as temporary or habitual. There is no defined duration, so it depends on the specific circumstance.
- Determine whether the temporary home workspace is suitable for the work you want the employee to do.
  - This is the risk assessment referenced in Step 1, Section 1.2 above)
  - The home-work environment is now going to be the greatest health and safety risk for many of these vulnerable employees. Employers have a duty of care to put in controls that appropriately manage this risk and as time passes, this allows employers to respond, to plan and to risk assess the situation. The argument that it is not reasonably practicable to do so becomes weaker and weaker the more time passes and the longer the potential duration of the exposure to the environment.
  - It would be best to do this as a survey sent out to staff where they self-assess their work environment and provide pictures of the environment. These can then be followed up on for high risk individual's and when DSE assessments are being arranged.
- Manage the risk for vulnerable employees
  - In relation to office workers, these would be employees with a serious injury that could be negatively impacted by sedentary work, a disability or pregnant employees, and young workers.
  - The main difference for vulnerable employees is what suitable equipment for their requirements would be; particularly those who have a serious injury that could be negatively impacted by sedentary work, a disability or pregnant employees.

**2.6.2 Health and Safety Authority examples of questions you could ask about the temporary workspace include the following:**

- Do you have a suitable space to work from temporarily?
- Can you access the workspace easily and safely?
- Is there adequate light, ventilation and heat to allow you to work comfortably?
- Is there enough space to allow you to work without twisting, bending or sitting/standing awkwardly?
- Is there enough workspace to accommodate the equipment or other materials needed for the activity?
- Is the floor clear and dry, e.g., kept clear of electrical cables or anything else you could trip over / slip on?
- Is the workspace free of clutter?
- Are electrical sockets, plugs and cords in good condition e.g. no charring, exposed wiring or frayed cables?

**2.7 Whom does the responsibility of organizing working from home lay with within a company and organizing the assessments HR or Health & Safety team?**

There is no correct or incorrect answer to this, as different companies structure their ergonomics program and homeworking differently. The most important thing is that the risk to the employee is managed and the employer does not breach their duty of care and that work and performance is managed. In most cases we would see cross-party cooperation, as there are different stakeholders who have responsibilities of elements associated with homeworking.

The departments that we would recommend cooperating together would be:

- Those responsible for managing, the Safety and Health of Employees (Health and Safety/HR/Facilities)
- Those responsible for compliance with Health and Safety legislation (Health and Safety/HR)
- Those responsible for implementing policies on homeworking.
- Those who are responsible for the physical equipment (Facilities)
- Those responsible for Employee Wellbeing and Satisfaction (HR/Health and Safety)
- Those responsible for technology and hardware needed to work efficiently and manage workloads (IT)
- Those responsible for managing working time (HR)
- Those responsible for managing data protection (Data Protection Officer)

I would recommend arranging a round table discussion to discuss the challenges and assign responsibilities to individuals for different elements of managing your homeworking program. This could be facilitated by an independent advisor who can guide on who is best positioned to take responsibility for different elements based on the employer's organisation structure.

## **2.8 Do physical DSE assessments require completion every two years?**

No, there is no frequency specified in the Regulations, however, there needs to be control measures in place as part of the employers system for managing DSE work. The Health and Safety Authority have guided that DSE assessments should be routinely performed every 1-2 years.

### **2.8.1 Requirements for performing DSE Assessments:**

The employer must perform further DSE assessments

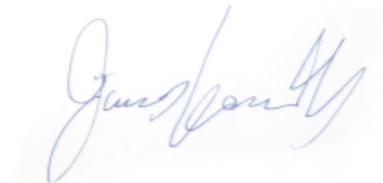
1. For all new employees who habitually do computer work
2. If the employee transfers to a new workstation
3. If there is a significant change of equipment or new technology is introduced to an individual's workstation

## **3.0 References:**

- Safety, Health and Welfare at Work Act, 2005.
- Safety, Health and Welfare at Work (General Application) Regulations 2007. Chapter 5 Part 2: Display Screen Equipment.
- [https://www.hsa.ie/eng/topics/covid-19/covid-19\\_faqs\\_for\\_employers\\_and\\_employees\\_in\\_relation\\_to\\_home-working\\_on\\_a\\_temporary\\_basis/faqs\\_for\\_employers\\_and\\_employees\\_in\\_relation\\_to\\_home-working\\_on\\_a\\_temporary\\_basis\\_covid-19.html#7](https://www.hsa.ie/eng/topics/covid-19/covid-19_faqs_for_employers_and_employees_in_relation_to_home-working_on_a_temporary_basis/faqs_for_employers_and_employees_in_relation_to_home-working_on_a_temporary_basis_covid-19.html#7)
- <https://www.hsa.ie/eng/Workplace Health/Manual Handling Display Screen Equipment/FAQs/Display Screen Equipment FAQs/Display Screen Equipment1.html>
- <https://www.hsa.ie/eng/Publications and Forms/Publications/General Application Regulations/Display Screen.pdf>
- [https://www.hsa.ie/eng/supports\\_for\\_business/business\\_and\\_education\\_supports/guidance\\_for\\_employers\\_and\\_employees\\_working\\_from\\_home/guidance\\_for\\_employers\\_and\\_employees\\_working\\_from\\_home.pdf](https://www.hsa.ie/eng/supports_for_business/business_and_education_supports/guidance_for_employers_and_employees_working_from_home/guidance_for_employers_and_employees_working_from_home.pdf)

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Signed:



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## Appendix A: Some Relevant Legislation:

### **Regulation 72: Duties of Employer**

*(b) An employer, when providing display screen equipment for use by an employee at a workstation, shall —  
**ensure that the general use of the equipment is not a source of risk for the employee, perform an analysis of the workstation in order to evaluate the safety and health conditions to which it gives rise for the employees, particularly as regards possible risks to eyesight, physical problems and problems of mental stress, and, on the basis of that evaluation, take appropriate measures to remedy any risks found, taking account of —**  
(i) the minimum requirements specified in Schedule 4, and  
(ii) any additional or combined effects of any such risks so found.*

*(c) plan the activities of the employer's employees in such a way that daily work on display screen equipment is periodically interrupted by breaks or changes of activity which reduce workload at the display screen,*

*(d) without prejudice to section 9 of the Act, provide information to the employer's employees in relation to the measures applicable to workstations which have been implemented under this Regulation and Regulation 73,*

*(e) without prejudice to section 10 of the Act, provide training to employees in the use of workstations before commencing work with display screen equipment and whenever the organisation of the workstation is substantially modified, and*

*(f) perform a further analysis of the workstation as referred to in subparagraph (b) where—  
(i) an employee transfers to a new workstation, or  
(ii) significant new work equipment, change of equipment or new technology is introduced at an individual's workstation*

### **What constitutes a workstation under the Display Screen Equipment Regulation 2007?**

*"workstation" means an assembly comprising display screen equipment, which may be provided with a keyboard or input device or software, or a combination of the foregoing, determining the operator and machine interface, and includes—*

*(a) a work chair and work desk or work surface,*

*(b) any optional accessories and peripherals, and*

*(c) the immediate work environment of the display screen equipment.*

### **Regulation 73: Provision of Eye Tests and Corrective Appliances**

*An employer shall, taking into account any entitlement which an employee may have to any tests and appliances provided by the State relating to eyesight and appliances, ensure that—*

*(a) the provision of an appropriate eye and eyesight test, carried out by a competent person, is made known to and is made available to every employee—*

*(i) before commencing display screen work,*

(ii) at regular intervals thereafter, and  
(iii) if an employee experiences visual difficulties which may be due to display screen work,  
**SCHEDULE 4 Regulation 72 MINIMUM REQUIREMENTS FOR ALL DISPLAY SCREEN EQUIPMENT**

### **1. Equipment**

#### **(a) Display screen**

(i) The characters on the screen shall be well defined and clearly formed, of adequate size and with adequate spacing between the characters and lines.

(ii) The image on the screen shall be stable, with no flickering or other forms of instability.

(iii) The brightness or the contrast (or both) between the characters and the background shall be easily adjustable by the employee and easily adjustable to ambient conditions.

(iv) The screen shall be free of reflective glare and reflections liable to cause discomfort to a user. (v) The screen shall be able to swivel and tilt easily and freely to suit the needs of the user.

(vi) It shall be possible to use either a separate base for the screen or an adjustable table.

#### **(b) Keyboard**

(i) The keyboard shall have a matt surface to avoid reflective glare.

(ii) The arrangement of the keyboard and the characteristics of the keys shall be such as to facilitate the use of the keyboard.

(iii) The symbols on the keys shall be adequately contrasted and legible from the design working position.

(iv) The keyboard shall be tiltable and separate from the screen so as to allow the user to find a comfortable working position which avoids fatigue in the arms or hands. (v) The space in front of the keyboard shall be sufficient to provide support for the hands and arms of the user.

#### **(c) Work desk or work surface**

(i) The work desk or work surface shall have a sufficiently large, low reflectance surface and allow a flexible arrangement of the screen, keyboard, documents and related equipment.

(ii) The document holder shall be stable and adjustable and shall be positioned so as to minimise the need for uncomfortable head and eye movement.

(iii) There shall be adequate space for users to find a comfortable position.

#### **(d) 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.*

## **2. Environment**

### **(a) Space requirements**

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

### **(b) Lighting**

*(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 co-ordinating the layout of workstations within the place of work with the positioning and technical characteristics of the artificial light sources.*

### **(c) Reflections and glare**

*(i) Workstations shall be so designed that sources of light, such as windows and other openings, transparent or translucent walls and brightly coloured fixtures or walls cause no direct glare and, as far as possible, no distracting reflections on the screen.*

*(ii) Windows shall be fitted with a suitable system of adjustable covering to attenuate the daylight which falls on the workstation.*

### **(d) Radiation**

*All radiation, with the exception of the visible part of the electromagnetic spectrum, shall be reduced to negligible levels from the point of view of the protection of employees' safety and health.*

### **(e) Noise**

*Noise emitted by equipment belonging to a workstation shall be taken into account when a workstation is being equipped, in particular so as not to distract attention or disturb speech.*

### **(f) Heat**

*Equipment belonging to a workstation shall not produce excess heat which could cause discomfort to employees.*

### **(g) Humidity**

*An adequate level of humidity shall be established and maintained.*

## **2. Employee/computer interface**

*In designing, selecting, commissioning and modifying software, and in designing tasks using display screen equipment, the employer shall take into account the following principles:*

- (i) software shall be suitable for the task,*

*(ii) software shall be easy to use and, where appropriate, adaptable to the employee's level of knowledge or experience; no quantitative or qualitative checking facility may be used without the knowledge of the employees,*

*(iii) systems shall provide feedback to employees on their performance,*

*(iv) systems shall display information in a format and at a pace which are adapted to employees, and (v) the principles of software ergonomics shall be applied, in particular to human data processing.*