

## Ergonomically Sound Home Workspace Checklist

### How do you create the ideal home workspace?

You can concentrate best in a separate study, with sufficient space for an ergonomically sound desk and chair set-up.

Avoid direct sunlight shining on the monitor, for example by positioning your desk at an angle to the window, or by using blinds. Ensure that there is sufficient natural and artificial light as well as sufficient walking space around your desk, so that you can move around normally.

The Working Hours Act also applies to working from home, so make sure you plan a balanced mix of work and break times. Regularly take a break from working at a computer screen.

Use the checklist below to easily assess which facilities you require for your home workspace, and hence what is missing for a safe and healthy home work environment.

Question	Explanation	Answer
Do you have a <b>desk</b> that facilitates an ergonomically sound sitting and working posture?	The desk must be set to the correct height (at or slightly below elbow height). <a href="#">Click here</a> for the correct configuration: The desktop must be sufficiently wide and deep (guideline is at least 120 x 80 cm).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a <b>desk chair</b> that facilitates an ergonomically sound sitting and working posture?	The height and depth of the seat and the back, lumbar and arm supports must suit your body proportions. <a href="#">Click here</a> for the correct configuration.	<input type="checkbox"/> Yes <input type="checkbox"/> No
When using a laptop, do you have access to the <b>hardware</b> outlined in the adjacent column?	If you use a laptop for more than 2 hours a day, the use of an external monitor, separate keyboard <u>and</u> separate mouse is compulsory. <b><i>If you choose to use a laptop as a second monitor, a laptop stand is compulsory.</i></b>	<input type="checkbox"/> Yes <input type="checkbox"/> No