

## Information for Working at home

For a good working at home equipment you need different components: Technical equipment, office furniture and a few individual accessories.

Enclosed a short overview of the important things:

- Lap Top (pay attention to the charge state of the device!)
- Viewing direction parallel to the window front
- During video conferences:
  - Absolutely cable instead of WLAN (if possible)
  - Video off
  - Mico - mute - switch on only when speaking!
- printer, if possible also for scanning and copying
- Which (and if at all?) desk is the right one depends on the living situation. If you have a separate study, for example, a compact office desk with plenty of storage space is recommended.<sup>1</sup>
- Desks should be close to windows because of the daylight. The table height is right for you if you can rest your arms comfortably on the tabletop. (See appendix!)<sup>2</sup>
- Anyone who regularly works from home should attach importance to a chair with a high level of sitting comfort. After all, an incorrect chair leads to incorrect posture and can therefore lead to back or neck pain.
- Avoid tripping hazards (tripping hazard = height difference > 4 mm)<sup>3</sup>
- If possible, change your working position frequently (sitting, standing, perhaps doing some sport)
- Ensure favourable lighting conditions (approx. 500 lux), avoid disturbing glare

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<sup>1</sup> Sufficiently large work surface/ corresponding to the work task Low-reflection surface Sufficient space for ergonomically favourable working posture, Minimum width: 1600 mm (Better: 1800 mm) Minimum depth: 800 mm (Better: 1000 mm), minimum height: 740 +/-20 mm (Better: adjustable from 650-850 mm), legroom width: 850 mm (Better: >=1200 mm)

<sup>2</sup> Characters sharp and clear and sufficiently large (setting on the screen via : Control Panel => Display and Adjustment => Display => min. average -125%)

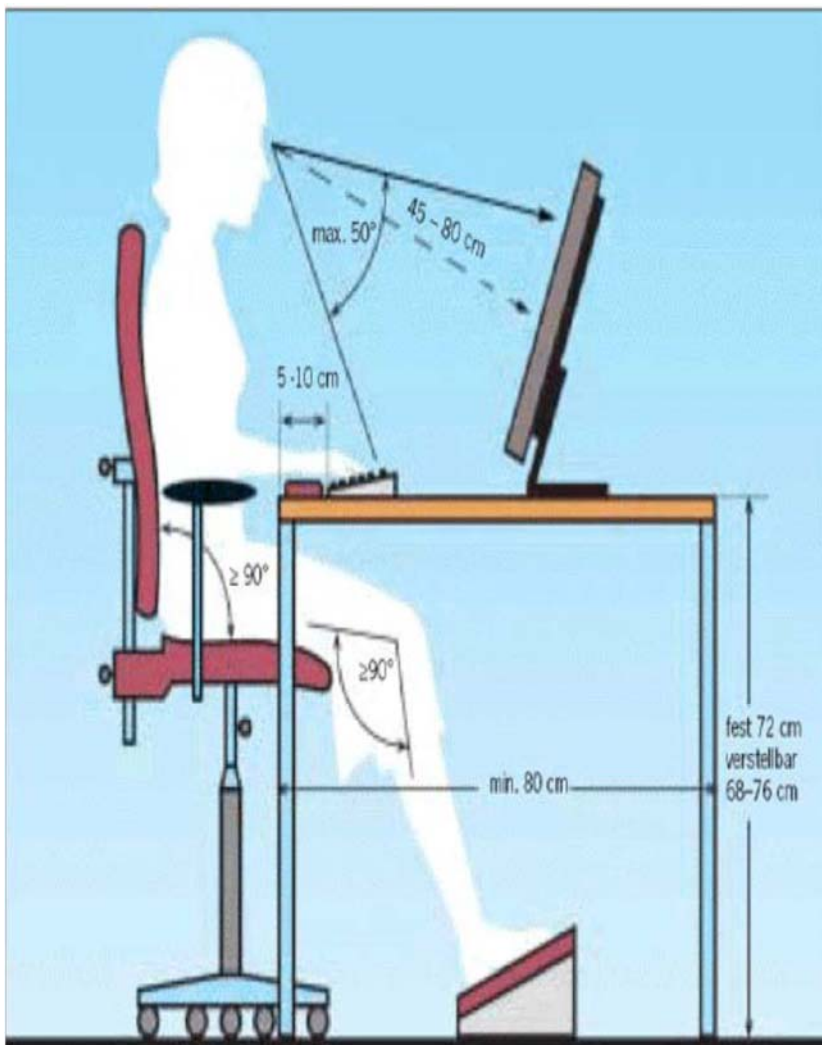
Visual distance 500 mm to 650 mm

Flicker-free positive display, better recognition of characters on a light background than on a dark background with sufficient workplace lighting!

<sup>3</sup> Ways for operation and monitoring, e.g. to windows/radiators, at least 0.50 m wide

- In order to work in peace and quiet, you may choose a working at home workstation that is located relatively far away from your WLAN router. Sometimes a thick old building wall or the like is enough between your computer and the WLAN router and the signal becomes much weaker. A WLAN repeater can help here
- Working hard means drinking hard. After all, we should drink two to three litres of water a day.
- Air frequently
- Avoid disturbing noises

## ERGONOMICS OF A COMPUTER WORKSTATION



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