



Self-Assessment Checklist for the Home-Office Workstation

Basis for assessing working conditions, instruction and ergonomic advice

Working from home is a form of mobile work and is subject to the German Occupational Health and Safety Act (ArbSchG) and the Working Hours Act (ArbZG); the stricter special rules for teleworking do not apply here. How to proceed: Please assess your home workstation yourself and tick Yes or No for each check item. If you tick No, briefly note under Remarks what is missing or unclear. You can then clarify any issues and individual questions with the occupational physician; on request, a brief presentation of the workstation by video conference is possible.

Name	
Department / Team	
Date of self-assessment	
Description of the work area (room)	

Check Items

Check item	Yes	No	Remark / Action needed
A. Screen			
A sufficiently large, low-reflection screen is available (at least 17 inches).			
A separate monitor is used; with a small notebook, a notebook stand plus a separate keyboard and mouse are used.			
The line of sight to the screen is slightly downward (top line at or just below eye level).			
The viewing distance between eyes and screen is about 60 to 100 cm.			
The display shows dark text on a light background (positive display).			
When working in the evening, night mode is enabled to reduce blue-light content.			
B. Keyboard, Mouse and Headset			
A separate keyboard and mouse are available.			
There is space in front of the keyboard to rest the palms (about 10 to 15 cm to the table edge).			
The keyboard has a low-reflection surface, preferably light keys with dark labelling.			
The mouse can be operated in a relaxed body and arm posture, close to the body.			
For frequent phone calls or video conferences, an adjustable headset is available.			
C. Technical Equipment			
Fast and stable internet access is available.			
Software and hardware for video conferences are available.			
Access to servers and required systems is ensured.			
Technical support is provided promptly when needed.			



Check item	Yes	No	Remark / Action needed
D. Desk and Work Surface			
Desk and screen are free from reflections and glare; daylight comes from the side.			
The work surface is sufficiently large (guideline at least 120 x 80 cm, optimal 160 x 80 cm).			
The desk height is suitable; forearms form a right angle with the upper arms; height-adjustable if possible, otherwise about 74 cm.			
There is sufficient free leg room under the desk.			
E. Office Chair			
An office swivel chair with five castors, suitable for the floor covering, is available.			
Dynamic sitting via a movable backrest is possible.			
The seat depth is adjustable (about a hand's width between the seat edge and the lower leg).			
The seat height is adjusted, the feet rest on the floor, the knee angle is about 90 degrees or slightly more (otherwise use a footrest).			
The backrest or lumbar support is height-adjustable.			
The armrests are height-adjustable; the forearms can rest on them.			
F. Lighting and Sun Protection			
The workstation is sufficiently bright; if needed, an additional floor or desk lamp is used.			
Suitable sun-protection devices against glare and reflections are available.			
There is a visual connection to the outside so the eyes can relax by looking into the distance.			
In the evening, warm-white light is preferably used.			
G. Indoor Climate			
The air temperature is ideally 20 to 22 degrees.			
Disturbing draughts are avoided.			
The work room is ventilated regularly.			
H. Space Requirements and Walkways			
There is sufficient free movement space at the workstation.			
Tripping hazards, especially cables, have been removed.			
The floor is level and non-slip.			
I. Electrical Safety and Fire Protection			
All cables are safely laid and do not create tripping hazards.			
Multiple socket outlets are not overloaded and not daisy-chained.			
Devices, plugs and cables are visibly undamaged.			



Check item	Yes	No	Remark / Action needed
A smoke detector is present in or adjacent to the work area.			
J. Working Hours and Breaks			
Flexible arrangement of working hours within the Working Hours Act is possible.			
Statutory breaks and the rest period of at least eleven hours are observed.			
Work-related availability outside working hours is avoided.			
Working time and overtime are documented.			
K. Communication and Collaboration			
Regular professional and social exchange with the team and manager is possible.			
Fatigue from frequent video conferences (Zoom fatigue) is prevented by limiting them and taking breaks.			
Interaction between manager and employees is respectful and fair.			
Feedback on problems and requests is possible with a low threshold.			
Tasks, workload and successes are discussed regularly.			
L. Work Organisation and Data Protection			
The work and living areas are sufficiently separated from each other.			
The blurring of work and private life is counteracted (agreements, tidying up at the end of the working day).			
Concentrated work without constant distraction is possible.			
Screen work is interrupted by changes of activity and movement breaks.			
Company data is protected (no access by third parties, the PC is locked when leaving).			
Personal data is protected (for example, suppression of the private phone number).			
M. Work Task and Competence			
The work task is generally suitable for working from home.			
Scope of decision-making and area of responsibility are defined.			
The software is matched to the work task.			
Support with self-organisation and time management is offered.			
Offers to promote one's own safety and health competence are available.			

Feedback to the Occupational Physician

Feedback	Yes	No
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I would like to discuss individual points with the occupational physician.		
I would like a brief presentation of my workstation by video conference.		

Open questions / Comments

Please return the completed checklist to the responsible person designated in your company. It forms the documentation basis for the risk assessment of your home-office workstation; legal responsibility for this remains with the employer. Content based on the DGUV/IAG practical guide CHECK-UP Home Office (06/2022), supplemented by aspects of electrical safety and fire protection.