



## Short Checklist for the Home-Office Workstation

Quick self-check of the most important points. Please tick Yes or No for each item; if No, briefly note under Remark.

<b>Name</b>		<b>Date</b>	
<b>Department</b>		<b>Room</b>	

Check item	Yes	No	Remark
<b>Workstation and Ergonomics</b>			
Separate monitor used; with a notebook, an additional keyboard and mouse.			
Top screen line at or just below eye level, viewing distance 70 to 100 cm.			
Screen positioned sideways to the window, without glare or reflections.			
Stable office swivel chair, backrest supports the back, feet on the floor (about 90 degrees).			
Suitable desk height (forearms at a right angle), sufficient leg room.			
Work surface sufficiently large.			
Regular breaks, changes of activity and movement.			
<b>Room and Safety</b>			
Sufficient daylight; if needed, an additional glare-free lamp.			
Room temperature about 20 to 22 degrees, room is ventilated regularly.			
Cables safely laid, no tripping hazards.			
Multiple socket outlets not overloaded, devices and cables undamaged.			
Smoke detector present in or adjacent to the work area.			
<b>Organisation</b>			
Stable internet access and functioning conference technology.			
Statutory breaks and rest periods observed, availability regulated.			
Work and private areas can be sufficiently separated.			
Company data protected (lock the PC when leaving, no access by third parties).			
<b>Feedback</b>			
I would like to discuss individual points with the occupational physician.			

Content based on the DGUV/IAI practical guide CHECK-UP Home Office (06/2022). The detailed long version is available separately. Responsibility for the risk assessment remains with the employer.