Working from Home Workstation Setup

Best Practice Guidance

March 2020

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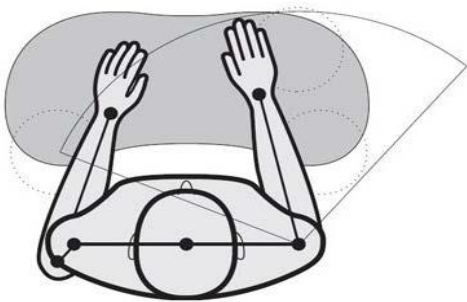County Council

WORKING FROM HOME - WORKSTATION SETUP
BEST PRACTICE GUIDANCE AND CHECKLIST

This guidance and checklist outlines best practice for workstation setup and using display screen equipment whilst working at home.

Home workers are employees who have the ability to work from home carrying out low-risk, office-type activities. It is important to apply good practice to workstation setup to reduce the effects of poor posture on the body and prevent musculoskeletal injuries e.g. muscle fatigue, tension, strain, cramps.

Where available, workstation equipment should be used to achieve an appropriate setup.

Easy Reach Zone - Work should be carried out within the Easy Reach Zone. The Easy Reach Zone is the area of your workstation which is easily reached without having to stretch to access frequently used items. This is the area within an arc of about 40-60 cm of where you are sitting. To reduce unnecessary overreaching and strain, all your frequently used items should be placed within it.

Work Surface and Surrounding Space - Try to maintain an uncluttered work surface with minimal obstructions around you and enough space to change position and move comfortably.

Lighting - Ensure you have adequate light to work in. Reduce reflection and glare as far as possible by adjusting blinds / shades / curtains accordingly. Where required, adjust the brightness of your display screen to the most comfortable setting for your eyes.

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Posture – Maintain good posture when working on your laptop. Where possible, sit in an upright position with feet on the ground. Avoid stooping / leaning towards the laptop screen. To achieve this, adjust / tilt your screen to the most comfortable position.

Regular Breaks - Remember to take regular breaks from the display screen and workstation.

Please see checklist below for further recommendations and hazard identification.

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WORKING FROM HOME CHECKLIST

Consideration	Yes / No	Comments
Home Working Area		
Are walkways clear of obstruction and tripping hazards (e.g. trailing leads paperwork etc)?		
Home Working Environment		
Is adequate lighting provided which may be a combination of natural lighting, task lighting and general?		
Display Screen Equipment		
Are you using a Laptop / Mobile Tablet Device?		
Are you using an external mouse and keyboard if available?		
Are you taking short but frequent breaks away from your work?		
Security / Loneworking		
Ensure that any confidential files can be securely stored when not in use.		
Keep in regular contact with your line manager (via phone/email).		
Do not give out your address or personal phone details to members of the public		
Accident Incident Reporting		
Are you aware of the procedures for reporting accidents or work-related injury / illness?		
Personal Wellbeing		
Are you aware of the requirements to raise any concerns regarding your wellbeing with your line manager?		