

OiRA

Teleworking

Title

VectorCamp PC

Staff who participated in the risk assessment


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Activity	Risk Description <i>Measures in Place</i>	Situation	Planned Measures
Module for the employer	<p>1.1 There is a clear and well-defined approach to teleworking. <i>Priority: medium</i></p> <p>It is important to develop a common vision of teleworking within the organisation. A 'vision' clarifies the objectives, reasons and values of a teleworking policy. A clear vision forms the basis for developing a teleworking policy and an agreement framework. Involve your employees in drawing up the telework policy. The core idea of teleworking is autonomy and trust, which must be evident in the policy that is drawn up.</p> <p>Telework should be included in the organisation's compulsory risk assessment.</p> <p>There are specific risks associated with teleworking. As an employer, you are expected to take appropriate preventive measures to keep the risks to teleworkers' health and well-being to a minimum.</p> <p>The equipment (monitor, keyboard, desk, work chair), the work environment (space, lighting, glare and reflection, noise, heat, humidity) and the work organisation must meet certain ergonomic rules. Furthermore, teleworkers' psychosocial wellbeing must be assessed.</p> <p>Completing this OiRA Telework tool provides a good foundation for this risk assessment. You can invite teleworkers to go through this OiRA tool (module 2) and apply the preventive measures suggested (action plan).</p>	<p>✓</p>	


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	<p>Once an individual risk assessment has been completed, it is important to support the employee in implementing the individual preventive measures and also to take collective measures where necessary.</p> <p>The policy should be reviewed on a regular basis and adapted to the new situation if required. For example, in countries such as France and Belgium, the capacity to enforce teleworking through 'force majeure' (occasional teleworking) was already provided (pre-covid) in legal frameworks to allow continuity of a company's activity and guarantee that employees are protected.</p> <p>More information: EU-OSHA, Regulating telework in a post-COVID-19 Europe</p> <p><i>Measures already in place:</i></p> <ul style="list-style-type: none"> - Evaluate the teleworking approach at regular intervals <ul style="list-style-type: none"> • Evaluate the teleworking approach at regular intervals and adjust if required (in agreement with the employees). • Follow-up the implementation of the solutions. 		
	<p>1.2 The conditions regarding safety and health at work (including workload) are the same as for similar work on the employer's premises. <i>Priority: medium</i></p> <p>Regardless of the type and duration of their employment, teleworkers have the right to fair and equal treatment as to comparable employees on the employer's premises.</p>		


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	<p>A lack of access to training and limited career prospects can put teleworkers in a precarious employment situation. For example, in France, Malta and Portugal, legislation explicitly acknowledges that teleworkers have equal rights to employees working at the employers' premises regarding promotion and training.</p> <p><i>Measures already in place:</i></p> <ul style="list-style-type: none"> - <i>Make arrangements regarding teleworkers' workload</i> <ul style="list-style-type: none"> • <i>Make sure teleworkers know what is expected.</i> • <i>Provide several contact moments to evaluate the workload.</i> • <i>Agree on when the employees should be available.</i> - <i>Provide training</i> <ul style="list-style-type: none"> • <i>Provide training so employees stay up to date.</i> • <i>Make sure teleworkers have the same access to training as employees on the employer' premises.</i> - <i>Provide the employee with a personalized way of working, based on the complexity of the task assigned to them.</i> 		
	<p>1.3 Technical support (software, communication, ICT-support) is provided. <i>Priority: medium</i></p> <p>Teleworkers should be able to perform their tasks from home as easily as at the office workplace. Therefore, teleworkers should be provided with the necessary software, apps and appropriate technical support. Teleworkers also need to be able to communicate with colleagues and supervisors at all times.</p>		

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	<p>As an employer, you are responsible for taking appropriate measures, notably regarding software, to ensure protection of data used and processed by teleworkers for professional purposes.</p> <p><i>Measures already in place:</i></p> <ul style="list-style-type: none"> - <i>Provide technical support</i> <ul style="list-style-type: none"> • <i>Provide the necessary software and software maintenance.</i> • <i>Depending on the national legislation, reimburse any costs associated with working from home, such as a telephone subscription to ensure they stay connected.</i> - <i>Provide teleworkers with the option to communicate with colleagues, superiors and ICT helpdesk</i> <ul style="list-style-type: none"> • <i>Provide the necessary apps and software so staff can communicate with each other.</i> • <i>Determine when and how colleagues, supervisors and technical support can be reached.</i> - <i>Comply with national data protection laws</i> <ul style="list-style-type: none"> • <i>Inform teleworkers of any potential restrictions on the use of IT equipment, tools or applications.</i> • <i>Inform teleworkers of all relevant legislation and organisation rules concerning data protection.</i> • <i>Provide training concerning data protection.</i> 		
	<p>1.4 Teleworkers are provided with ergonomic equipment. <i>Priority: medium</i></p>		

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	<p>Depending on the national legislation, teleworkers should be provided with ergonomic equipment to create the best possible ergonomic work environment.</p> <p>An ergonomic workstation involves the following:</p> <ul style="list-style-type: none"> • Ergonomic office chair (corresponding to standard EN 1335-1 (2020)). • Ergonomic desk (e.g. sit stand) (corresponding to standard EN 527-2 (2017)) • External screen or laptop stand • External keyboard • External mouse • Footrest • ... <p>For example, Malta and Poland have set out in legislation that employers should be responsible for providing and maintaining the equipment. In other countries, such as Greece and Lithuania, employers need to provide employees with economic compensation to cover those expenses.</p> <p><i>Measures already in place:</i></p> <ul style="list-style-type: none"> - <i>Provide an ergonomic office chair</i> <ul style="list-style-type: none"> • <i>Provide an office chair that is preferably adjustable in terms of height, back rest, seat depth, arm rests and dynamic tilt (to create movement) (corresponding to standard EN 1335).</i> • <i>Provide a chair with a dynamic seating system that follows the movements while working.</i> 		

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	<ul style="list-style-type: none"> • Provide a chair with arm support so that the elbows can be supported at elbow height with relaxed (i.e. not raised) shoulders. - Provide an ergonomic desk Make sure that the desk is large enough (preferably complying with standard EN 527) and there is sufficient legroom. Try to consider at least a depth of 80cm and a thickness less than 5cm. - Provide an external keyboard Provide a flat keyboard (or fold in the keyboard feet) that is in good condition and works properly. - Provide a foot rest Ensure that teleworkers have the option to use a footrest when their feet are not fully supported on the floor and the desk height can not be adjusted. • Provide a footrest that complies with the following recommendations (according to the DIN 4556 standard): depth: > 35 cm, width: > 45 cm, height: 5 - 11 cm (from the front to the ground), inclination: fixed angle between 5 - 15° (or easily adjustable and fixable) and anti-slip. 		
	<p>1.5 Training on how to use the ergonomic equipment is provided. <i>Priority: medium</i></p> <p>Teleworkers should receive guidelines on how to set up and make optimal use of their workstation. Despite the availability of ergonomic furniture and equipment, teleworkers don't always use it correctly. It is therefore important that they are informed of the risks related to computer work and how health problems can be</p>		


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	<p>prevented. Promoting moving and exercise at work to avoid prolonged standing and sitting is important.</p> <p>More information: OSHwiki, Promoting moving and exercise at work to avoid prolonged standing and sitting.</p> <p><i>Measures already in place:</i></p> <ul style="list-style-type: none"> - <i>Provide teleworkers with training on ergonomics at work stations. Provide training sessions given by an expert in office ergonomics. Training in office ergonomics should be very practical and include information about how to set up the workstation in the correct manner.</i> - <i>Stimulate movement to prevent sedentary behaviour During (online) meetings, try to pay attention to movement. The following tips can help you in this regard:</i> <ul style="list-style-type: none"> • <i>Appoint a timekeeper who keeps an eye on the agenda and allows to take a short break to loosen up the muscles every hour.</i> • <i>Use a playful slide in a long PowerPoint presentation giving a signal to stretch or do an exercise.</i> • <i>Find an alternative to online meetings. E.g. telephone meetings (where the colleagues can stand up and walk around), a walking meeting with a colleague who lives nearby.</i> • <i>Provide training and information sheets on breaking sedentary behaviour by changing posture.</i> • <i>Don't make it obligatory to have the webcam on all the time during meetings. This gives possibilities for participants to move around while listening/participating in the meeting.</i> 		

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	<ul style="list-style-type: none"> - <i>Make sure teleworkers know how to contact the occupational doctor and/or psychologist and/or ergonomist in case of work-related health complaints</i> <ul style="list-style-type: none"> • <i>Ensure that teleworkers have access to a system where they can report physical and/or psychosocial hazards or symptoms, and if needed can arrange a consultation with an occupational doctor and/or psychologist and/or ergonomist.</i> • <i>Inform teleworkers of their right to consult the occupational doctor and/or psychologist and/or ergonomist in case of work-related health complaints.</i> • <i>Ensure that teleworkers know the coordinates of the occupational doctor, psychologist and ergonomist.</i> - <i>Encourage workers to stand up and move during telework</i> <i>Encourage workers to move during telework, standing up every hour. Emphasize the importance of taking small screen breaks.</i> 		
	<p>1.6 Clear arrangements are in place for teleworkers to disconnect. <i>Priority: medium</i></p> <p>The right to disconnect can be a part of the individual agreement or arrangement at an organisational level or through legal provisions such as a working hours act. The aim is to create digital balance for the teleworkers through clear arrangements on working hours, breaks and reachability.</p> <p>A good balance between teleworking and connecting with colleagues in the office is important. Working together on a basis of trust is the key.</p>		


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	<p>For example, Belgium, France, Italy and Spain have legislation for teleworkers with regard to the right to disconnect.</p> <p><i>Measures already in place:</i></p> <ul style="list-style-type: none"> - <i>Make clear arrangements regarding working time. Make clear agreements on the working hours, respecting national laws regarding working time and maximum daily working hours. Agree on when employees should be available and encourage employees to use email and other work-related programmes only during working hours.</i> - <i>Avoid work overload</i> <ul style="list-style-type: none"> • <i>Make sure teleworkers know what is expected from them.</i> • <i>Provide several contact moments with the supervisor to evaluate the tasks and workload and adjust them if necessary.</i> • <i>Prevent the workload from becoming too great by avoiding last minute changes and/or tasks.</i> • <i>Provide back-up when an employee or supervisor is on holiday or leave.</i> - <i>Ensure teleworkers are well connected with their colleagues, supervisors, employee representatives,...</i> <ul style="list-style-type: none"> • <i>Provide the necessary training and support for your line managers and supervisors to keep in close contact with teleworkers.</i> • <i>Provide the option for teleworkers to communicate with the employee representatives.</i> • <i>If possible encourage voluntary social activities for teleworkers to stay in touch with the rest of the workforce.</i> 		


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	<ul style="list-style-type: none"> - <i>Strict statement of working hours and encouragement to abide to them</i> 		
	<p>1.7 Attention is paid to teleworkers' work-life balance. <i>Priority: medium</i></p> <p>With regard to teleworking, the boundaries between work and home become increasingly blurred. Therefore, attention should be paid to teleworkers' work-life balance. Transparency and engagement regarding the working hours between colleagues, supervisors and/or the employer will enhance the work-life balance.</p> <p>For example, in Italy, particular attention is paid to avoiding risks associated with 'technostress'. To avoid this risk, employees are obliged to comply with the rules on rest periods and breaks established by law and collective agreements.</p> <p><i>Measures already in place:</i></p> <ul style="list-style-type: none"> - <i>Give advice to improve and maintain a good work-life balance</i> <p><i>Encourage your employees to:</i></p> <ul style="list-style-type: none"> • <i>respect normal office working hours</i> • <i>work in a separate home office, where they can work without being disturbed</i> • <i>schedule the working day (including lunch and short breaks)</i> • <i>ensure they have a good routine: get up, get dressed and start the same way and at the same time as they would for a day at the office</i> 		

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	<ul style="list-style-type: none"> • <i>end the working day by taking a walk</i> • <i>take breaks to avoid prolonged sitting</i> - <i>Ensure a sufficient balance between formal and informal contact moments between colleagues and supervisors/the employer</i> <ul style="list-style-type: none"> • <i>Ensure connection between teleworkers and supervisors or the employer by scheduling regular phone calls or virtual meetings.</i> • <i>Consider to schedule social video chats where appropriate, e.g. organise virtual coffee breaks.</i> • <i>Reserve the first part of the meeting for a check-in to discuss how everyone is doing and talk about non-work-related issues.</i> • <i>Team meetings are best alternated with one-on-one talks with colleagues and supervisors or the employer.</i> - <i>Encourage teleworkers to ask colleagues and/or supervisor or the employer for help when needed</i> <i>Encourage a culture or open communication and support that enables teleworkers (and all other staff) to ask for support/help when necessary.</i> 		
	<p>1.8 Awareness is raised regarding a safe home office. <i>Priority: medium</i></p> <p>Teleworkers are entitled to a safe, healthy and well-adapted work environment.</p> <p>In order to verify that the safety provisions are correctly applied, the employer, employee representatives and/or relevant authorities may gain access to the teleworking location, within the limits stipulated by national legislation and collective agreements. If the teleworker in</p>		


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	<p>question is working from home, such access is subject to prior notification and their agreement. Teleworkers are entitled to request inspection visits.</p> <p>The employer informs teleworkers of the organisation’s policy on occupational safety, and the requirements for visual display units in particular.</p> <p>Occupational accidents: In most countries the same regulations apply to accidents while working remotely as to occupational accidents at the employer’s premises. Generally, national legal frameworks establish that teleworkers are required to prove that an accident actually happened in the workplace and during working hours, and the competent authorities are responsible for investigating and determining whether the accident occurred during a professional or private activity.</p> <p>Wi-Fi radiation: Although the current state of knowledge does not suggest health risks are to be expected from exposure to the Wi-Fi signal from such limited-power routers, consider to inform employees not to place the router close to their body for long periods of time and to maintain a distance of > 0.5 m between their seat and the router.</p> <p>More information: Wifi radiation risks</p> <p><i>Measures already in place:</i></p> <ul style="list-style-type: none"> - Set up a meeting to instruct and advise teleworkers on how to create a safe home-office environment in order to: 		

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	<p><i>Highlight to teleworkers the benefits of maintaining a clean, organised and obstacle-free workspace at home.</i></p> <p><i>Encourage them to check and replace all damaged and fraying electrical cables on electrical equipment.</i></p> <p><i>Provide a smoke detector to employees who are interested/agree to have one in their home office.</i></p> <ul style="list-style-type: none"> - <i>Advise employees to set up the Wi-Fi router pursuant to the manufacturer's instructions</i> <i>Advise employees to set up the Wi-Fi router pursuant to the manufacturer's instructions.</i> 		
	<p>1.9 Information and training is provided to make sure teleworkers stay up to date.</p> <p><i>Priority: medium</i></p> <p>Teleworkers should have equal rights and access to vocational training. The purpose of this training is to make sure teleworkers stay up to date and enjoy the same opportunities for advancement and development.</p> <p>It is important also to invest in technical assistance and training for the teleworkers on security risks, optimal use of the dynamic workstation, how to stay energised and healthy throughout the working day, healthy (de)connecting, and proper use of ICT and software programs.</p> <p>This training may include the following topics:</p> <ul style="list-style-type: none"> • Ergonomic design of the home office • Psychosocial factors with regard to teleworking • Training on the security risks regarding working at 		

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	<p>home</p> <ul style="list-style-type: none"> • Software programs with regard to teleworking (e.g. how to work with the respective/provided online meeting software) • Support for supervisors and managers in dealing with this (new) way of working, such as how to recognise and deal with physical and mental health issues? <p><i>Measures already in place:</i></p> <ul style="list-style-type: none"> - <i>Create an opportunity where teleworkers can ask for information, training or (expert) advice on a specific topic</i> <i>Create an opportunity where teleworkers can ask for information, training or (expert) advice on a specific topic.</i> - <i>Ensure that the teleworkers know how to contact the occupational doctor should they need individual advice</i> <ul style="list-style-type: none"> • <i>Ensure that teleworkers have access to a system where they can report physical and/or psychosocial hazards or symptoms, and if needed can arrange a consult with an occupational doctor and/or psychologist.</i> • <i>Inform teleworkers of their right to consult the occupational doctor and/or psychologist should they need individual advice regarding working from home.</i> • <i>Ensure teleworkers know the contact details of the occupational doctor, psychologist or ergonomist.</i> 		
Work organisation	2.1.1 The teleworking approach is clear.	✔	


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	<p><i>Priority: medium</i></p> <p>It should be clear what is expected from you (tasks, responsibilities, working hours...). It is important to be transparent and engage with your colleagues and supervisor. Arrangements with your employer can be captured in a written agreement. Depending on the national legislation, the written agreement might be obligatory.</p> <p>For example, in Belgium, Bulgaria, Czech Republic and Slovakia working hours for teleworkers are flexible - in agreement with the employer's consent - and teleworkers are not entitled to overtime pay. In Finland, the scope of the Working Hours Act was expanded in the 2019 update. The concept of working time is no longer tied to a workplace — working hours are considered the time spent on work, regardless of the location. This means that telework (known as 'distance work' in Finland) is generally regulated by the Working Hours Act.</p> <p><i>Measures already in place:</i></p> <ul style="list-style-type: none"> - <i>Make sure you are informed about the teleworking approach</i> <i>Make sure you are informed about the teleworking approach.</i> <i>Ask your employer about a written agreement at company level setting out the teleworking conditions.</i> - <i>Make sure your tasks, responsibilities and expectations are clearly defined</i> <i>If you tasks, responsibilities or the company's expectations are not totally clear to you, ask for clarification and supporting information.</i> <i>Talk to your supervisor/employer to ensure there is transparency and a clear job description.</i> 		


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	<ul style="list-style-type: none"> - <i>Get information on your working hour rules and make an agreement</i> <p><i>Try to clearly define your working hours with the employer. Make sure it's understood when you are supposed to be available and when you are entitled to disconnect.</i></p> <p><i>National rules on working hours (during telework, if available) need to be respected.</i></p>		
	<p>2.1.2 There is a good balance between working from home and working at the office.</p> <p><i>Priority: medium</i></p> <p>Make sure you have a good balance between working from home and working at the office, in line with the teleworking approach at your company. Tasks that require concentration can be carried out in a quiet home office, while the office might be the best place for connecting and meetings with colleagues and holding creative brainstorming sessions. The number of days you can work from home is ideally included in the company's teleworking agreement. Remember that it is important to keep in touch with your colleagues and supervisors. Casual conversations and networking have a positive impact on your connection with the workplace.</p> <p><i>Measures already in place:</i></p> <ul style="list-style-type: none"> - <i>Make agreements with your employer on the onsite vs offsite times</i> <p><i>If there is no clear agreement at company level, make sure you find your own individual approach. Agree with the employer/supervisor on...</i></p>		

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	<ul style="list-style-type: none"> • ...how many days you are allowed to work from home. • ...when your presence is required at the office. • ...which tasks can be carried out from home <p><i>Comments:</i> All of VectorCamp's operations are strictly remote.</p>		
	<p>2.1.3 I try to reduce sedentary behaviour while teleworking. <i>Priority: medium</i></p> <p>Prolonged computer work causes physical strain because you usually adopt a static working posture leading to physical complaints such as discomfort, tingling, stiffness and pain affecting wrists, arms, neck and shoulders. Your activities should be organised in such a way that your work on a display screen is periodically interrupted by breaks or changes of activity to reduce the workload at the display screen. This is valid for all sendantary/static positions at work, however if teleworking you are not even having the way to the office to move. The printer and rest rooms might be closer to your workstation when working from home and as such you will also move less when teleworking.</p> <p>More information:</p> <ul style="list-style-type: none"> • EU-OSHA, Infosheet Get moving at work • EU-OSHA, Presentation On the move • OSHWiki, Musculoskeletal disorders and prolonged static sitting • OSHWiki, Promoting moving and exercise at work 		


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	<p style="text-align: center;">to avoid prolonged standing and sitting</p> <ul style="list-style-type: none"> • OSHwiki, Practical tips to make home-based telework as healthy, safe and effective as possible • EU-OSHA, Practical tools and guidance on musculoskeletal disorders • EU-OSHA, Prolonged static sitting at work: Health effects and good practice advice <p><i>Measures already in place:</i></p> <ul style="list-style-type: none"> - <i>Find possibilities to alternate your postures (by sitting, standing, walking, etc.)</i> <ul style="list-style-type: none"> • <i>Alternate between tasks and change posture at least every hour by standing up, taking a (coffee) break, going to the toilet, doing quick household tasks like cleaning your mug, etc.</i> • <i>Stand up regularly during online meetings or walk around during phone calls.</i> • <i>Alternate between working while sitting down (no more than one hour) and standing up (no more than 30 minutes). Ideally, use a sit-stand desk. If not available, position the laptop on a platform on the table or a cabinet (that is positioned at elbow height).</i> • <i>Fill a glass with water instead of a bottle or place the printer some distance away from your workstation.</i> • <i>Create movement while sitting, such as by activating the dynamic seat on your office chair or stretching and leaning back from time to time.</i> - <i>Take small breaks to exercise while working</i> <ul style="list-style-type: none"> • <i>Do some quick exercises regularly, go on short walks or do short</i> 		


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	<p><i>workouts during breaks to improve blood circulation and release muscle tension.</i></p> <ul style="list-style-type: none"> • <i>If you are not able to leave your desk, perform some exercises behind your desk (e.g. forward/backward rotation of shoulders).</i> - <i>Exercise enough to obtain and maintain a healthy physical lifestyle. Be physically active for at least 30 minutes a day at a moderate intensity, such as a brisk walk, cycling at a speed of at least 15 km/h, doing some gardening. It is not necessary to be physically active for 30 consecutive minutes. The total active time can be split into periods of exercise lasting at least 10 minutes each.</i> 		
Workplace environment	<p>2.2.1 The workspace is large enough and properly maintained. <i>Priority: medium</i></p> <p>A sufficiently large workspace is recommended to ensure freedom of movement and concentration. Not only is the workspace important, but also the depth perception (view) when sitting at your desk (at least 6m / 20ft) is key as it is more tiring for the eyes to look at a screen or wall at a short distance for a long time (e.g. if the monitor is right up against the wall). Finally, the workspace should also be clean, tidy and hygienic. Regarding working space: for example in the Netherlands the Dutch standard suggests 7 m² of individual working space per person, including 4m² basic workstation + 1m² work surface with external screen + 1m² reading and writing surface + 1m² upright cabinet. More information: Regarding depth perception, see The 20-20-20-rule prevents eye strain (depth perception).</p>		

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	<p><i>Measures already in place:</i></p> <ul style="list-style-type: none"> - <i>Ensure the space (room) is large enough to set up the workstation comfortably and ergonomically</i> - <i>Ensure the space (room) is large enough to set up the workstation comfortably and ergonomically.</i> - <i>Ensure there is sufficient depth perception in the room</i> - <i>Position the desk and screen so that you can see at least 6m (20ft) away from the workstation or look outside.</i> - <i>Clean and maintain the home working space</i> - <i>Make sure you keep the workspace clean, tidy and hygienic.</i> 		
	<p>2.2.2 Air quality, temperature and/or noise level are appropriate for the tasks to be done.</p> <p><i>Priority: medium</i></p> <p>Air quality can easily be improved by regularly opening windows and doors, e.g. before starting the teleworking day or when taking a break. Good air quality and a constant and comfortable indoor temperature contribute to good comfort and concentration.</p> <p>To further enhance concentration, it is appropriate to work in a separate, quiet room to minimise interference from music, television, housemates or family members, etc. Make good arrangements with housemates, especially when tasks requiring concentration need to be carried out.</p> <p><i>Measures already in place:</i></p>		

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	<ul style="list-style-type: none"> - <i>Make sure you have adequate ventilation</i> <ul style="list-style-type: none"> • <i>Open doors and/or windows before starting the day working remotely or when taking a break.</i> - <i>Pursuit a temperature in the room that feels comfortable</i> <i>Make sure your work station has a comfortable working temperature. In addition, especially when you have little control over the temperature, you can consider to dress in such a way so you can easily put on or take off a layer of clothes if it is too hot or too cold.</i> - <i>Avoid noise that disturbs concentration and attention</i> <ul style="list-style-type: none"> • <i>Work in a separate, quiet room to minimise interference from music, television, housemates, etc.</i> • <i>Make good arrangements with housemates, particularly when tasks requiring concentration need to be carried out.</i> • <i>Use a noise-cancelling/reducing headphone to block irritating background noise.</i> - <i>Place the printer in a separate room</i> <i>Particle emission depends on on the type of printer and the amount of printing. To be on the safe side, it is best to make sure that workers are not exposed to printer particle emission. Placing the printer in a different room and ensuring good ventilation are recommended.</i> 		
	<p>2.2.3 The lighting at the workplace is appropriate to carry out tasks accurately and efficiently. <i>Priority: medium</i> To perform tasks accurately and efficiently, the lighting (i.e. daylight, including additional artificial light if necessary) in the home office</p>		

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	<p>should preferably be a minimum of 500 lux. Poor lighting can affect the quality of work, the health and wellbeing of workers, causing symptoms like eye strain, migraine and headaches. Lighting levels should be evenly distributed throughout the space (no high contrast, blind spots or glare).</p> <p>More information: OSHwiki, Lighting</p> <p><i>Measures already in place:</i></p> <ul style="list-style-type: none"> - <i>Provide sufficient lighting</i> <ul style="list-style-type: none"> • <i>Make sure the lighting (i.e. daylight, including additional artificial light if necessary) at the home office is sufficient (preferable a minimum of 500 lux).</i> • <i>Avoid extreme light contrasts (e.g. working in a dark room while staring at the screen, the screen being surrounded by dark and/or heavy coloured walls).</i> - <i>Prevent glare and exposure to direct sunlight</i> <ul style="list-style-type: none"> • <i>Prevent glare from sunlight or bright lighting on the screen by positioning the table across the window and using blinds if necessary.</i> • <i>Use blinds for optimal light and heat protection.</i> • <i>Make sure that the blinds are sufficiently transparent so as to maintain the view outside.</i> 		
	<p>2.2.4 Measures are taken to obtain a safe home office. <i>Priority: medium</i></p>	✘	<ul style="list-style-type: none"> • Install smoke detectors and fire extinguishers.

Activity	Risk Description <i>Measures in Place</i>	Situation	Planned Measures
	<p>It is important to create and maintain a safe working environment (electrical wiring, smoke alarm,..). Maintain your home workspace clean, organised and obstacle-free so there is a clear path to an exit in case of an emergency.</p> <p>Try to minimize your Wi-Fi radiation: a Wi-Fi router is best set up pursuant to the manufacturer's instructions. Although the current state of knowledge does not suggest health risks are to be expected from exposure to the Wi-Fi signal from such limited-power routers, it is still advisable not to place the router close to your body for long periods of time and to maintain a distance of > 0.5 m between your seat and the router.</p> <p><i>Measures already in place:</i></p> <ul style="list-style-type: none"> - <i>The electrical wiring, plugs and sockets are safe (not damaged) and in good working order</i> <ul style="list-style-type: none"> • <i>Connect your electronic devices to a surge protector to protect your equipment from possible power surges.</i> • <i>Connect the surge protector directly to an electrical socket (not to an extension cord or other surge protector).</i> • <i>If possible, place power sockets on their side to prevent dust or other material from falling into the connection, which can cause fire.</i> • <i>Check and replace all damaged and fraying electrical cables on electrical equipment, including computers and laptops.</i> • <i>Ensure that phone lines, cables, electrical cords, and other trip hazards are organised and tidy. If pets are in the house, ensure that electrical cables are kept out of reach.</i> 		<p><i>Chryssa Gkikopoulou – by 31.12.2024</i></p>

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Activity	Risk Description <i>Measures in Place</i>	Situation	Planned Measures
	<ul style="list-style-type: none"> • <i>Devices that are charging (e.g. smartphone, tablet, ...) should be unplugged as soon as they are fully charged. Otherwise, the device may overheat and spark a fire.</i> - <i>Avoid the risk of slips, trips or falls (e.g. electric cables, obstructed walking spaces...)</i> <ul style="list-style-type: none"> • <i>Keep your home workspace clean, organised and obstacle-free so there is a clear path to an exit in the event of an emergency.</i> • <i>Remove any trip hazards such as torn carpet, broken tiles, or other possible causes of a fall.</i> - <i>Set up your Wi-Fi router in accordance with the manufacturer's instructions</i> <i>Limit Wi-Fi radiation in your home office by bearing the following tips in mind:</i> <ul style="list-style-type: none"> • <i>Do not position the Wi-Fi station close to your body for prolonged periods of time and keep a distance of > 0.5 m between your seat and the router.</i> 		
Workstation (e.g. chair, sitting posture and desk)	<p>2.3.1 I am able to adjust my chair to obtain an ergonomic sitting posture. <i>Priority: medium</i></p> <p>A comfortable work posture requires a relaxed upper back and shoulders, well-supported upper legs and back, a neutral neck position and the feet resting flat on the floor. In order to enable teleworkers to adopt a comfortable work posture, the chair needs to be adjustable (e.g. an ergonomic office chair). If the chair is not adjustable, there are also ways to achieve a correct sitting posture.</p>		

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Activity	Risk Description <i>Measures in Place</i>	Situation	Planned Measures
	<p>The option to get support for purchasing an office chair should be discussed with your employer in order to set up your workstation correctly.</p> <p>More information:</p> <ul style="list-style-type: none"> • EU-OSHA, Infosheet Get moving at work • EU-OSHA, Presentation On the move • OSHwiki, Musculoskeletal disorders and prolonged static sitting • OSHwiki, Promoting moving and exercise at work to avoid prolonged standing and sitting • OSHwiki, Practical tips to make home-based telework as healthy, safe and effective as possible • EU-OSHA, Practical tools and guidance on musculoskeletal disorders <p>WHO, Coronavirus disease (COVID-19): Staying active</p> <p><i>Measures already in place:</i></p> <ul style="list-style-type: none"> - <i>Check with your employer if there are financial possibilities to purchase an ergonomic office chair</i> <ul style="list-style-type: none"> • <i>Ask your employer if he provides either an ergonomic office chair or financial support (full or partial reimbursement, co-purchase).</i> • <i>Check the possibility of bringing along an office chair from the office.</i> - <i>Adjust the office chair correctly (if you have an adjustable office chair)</i> 		


Activity	Risk Description <i>Measures in Place</i>	Situation	Planned Measures
	<ul style="list-style-type: none"> • <i>Read the guidelines of the supplier if available.</i> • <i>Ensure that the chair supports a good sitting position (i.e. both feet are supported flat on the ground or footrest, hips are positioned slightly higher than the knees, the front edge of the seat does not push against the knee pit or lower legs when sitting properly against the backrest of the chair, the backrest offers good support for the lower back).</i> • <i>Leave the dynamic seating unlocked, so you can move backward and forward. If possible, adjust the resistance of the back support according to your body weight.</i> • <i>If arm rests are available, ensure that the elbows are supported by the arm rests (90° angle to the upper arms with relaxed shoulders).</i> - <i>Adjust the chair available to you correctly (if you don't have an adjustable office chair)</i> <ul style="list-style-type: none"> • <i>Adjust the seat height, e.g. by using a cushion, so the hips are slightly higher than the knees and the thighs are sloped slightly downwards.</i> • <i>Ensure that the feet are in good contact with the floor. If this is not the case, take a stable object and place it under the feet to improve contact with the floor.</i> • <i>Use an additional support (e.g. thin cushion) behind the lower back if the lower back is not well-supported.</i> - <i>Ensure the office chair meets standard EN 1335-1 (2020)</i> <ul style="list-style-type: none"> • <i>Ensure the office chair is adjustable in terms of height, back rest, seat depth, arm rests and dynamic tilt (to create movement) to obtain a correct sitting posture.</i> • <i>Use a chair with a dynamic seating system that follows the</i> 		


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Activity	Risk Description <i>Measures in Place</i>	Situation	Planned Measures
	<p><i>movements while working.</i></p> <ul style="list-style-type: none"> • <i>Choose a chair with arm support so that the elbows can be supported at elbow height with relaxed (i.e. not raised) shoulders.</i> <p><i>Comments:</i></p>		
	<p>2.3.2 The desk/table is large enough, at elbow height and offers enough leg space. <i>Priority: medium</i></p> <p>In order to enable a comfortable work posture the work surface should be at or just below elbow position. This allows working with a relaxed upper back and shoulders, well-supported upper legs and back, a neutral neck position and the feet resting flat on the floor. In an ideal situation, a height-adjustable desk between 65 and 125 cm allows you to both stand and sit at the desk and vary work postures.</p> <p>More information:</p> <ul style="list-style-type: none"> • OSHwiki, Musculoskeletal disorders and prolonged static sitting • OSHwiki, Ergonomics in Office Work • OSHwiki, Practical tips to make home-based telework as healthy, safe and effective as possible • EU-OSHA, Practical tools and guidance on musculoskeletal disorders 		


Activity	Risk Description <i>Measures in Place</i>	Situation	Planned Measures
	<p><i>Measures already in place:</i></p> <ul style="list-style-type: none"> - <i>Use a proper table that meets standard EN 527-2 (2017) Make sure that the desk is large enough (preferably complying with standard EN 527). Try to consider at least a depth of 80 cm, a width of 120 cm and a thickness less than 5,5 cm at the front of the desk.</i> - <i>Make sure you have the right position at your working table</i> <ul style="list-style-type: none"> • <i>The forearms are well supported by the table and/or armrests in a horizontal position (90° angle to the upper arms).</i> • <i>If the height of the desk is adjustable: start with a correct body posture while sitting (or standing) and adapt the desk to elbow height (note that the shoulders are relaxed).</i> • <i>If the desk is non-adjustable and too high: start with a correct body posture while sitting (or standing) and raise the sitting height of the chair or your standing height so that the elbow height is at desk level.</i> • <i>If the desk height is non-adjustable and too low: start with a correct body posture while sitting (or standing) and raise the desk height (e.g. by using blocks) so that the elbow height is at desk level.</i> - <i>Ensure you have sufficient leg space Remove any obstructions.</i> - <i>Create a tidy desk Remove unnecessary objects. A desk cluttered with documents and office materials might prevent you from working in an ergonomic manner.</i> - <i>Check with your employer if there are financial possibilities to purchase an appropriate office desk</i> 		

Activity	Risk Description <i>Measures in Place</i>	Situation	Planned Measures
	<p><i>Ask your employer if he provides either an ergonomic office desk or financial support (full or partial reimbursement, co-purchase).</i></p>		
	<p>2.3.3 The screen is of good quality and large enough. <i>Priority: medium</i> Prolonged work on a monitor screen can contribute to eye strain at the end of the day. To improve visual comfort, ergonomic criteria such as size, quality and readability are important. More information: With regards to the quality, make sure your screen complies to the TCO 8.0 guideline (i.e. energy efficiency, ergonomic features, environmental aspects,...). <i>Measures already in place:</i></p> <ul style="list-style-type: none"> - <i>Ensure the screen is large enough and of good quality</i> <ul style="list-style-type: none"> • <i>Make sure the screen is large enough (at least 19 inch) for the applications you need to use. Preferably use an external screen of 22 or 24 inch. A larger screen means a higher resolution (and a sharper image).</i> • <i>Make sure the screen is of good quality (i.e. no shiny screens and, the contrast and brightness can be adjusted).</i> - <i>Consider if you need more than one screen</i> <i>Foresee sufficient screens according to the tasks you need to perform (e.g. simultaneous use of Microsoft Teams, Outlook, Word, Excel, etc.).</i> - <i>Increase the readability of your screen(s)</i> <ul style="list-style-type: none"> • <i>Use full width of screen, avoiding colours (e.g. dark font on</i> 		

Activity	Risk Description <i>Measures in Place</i>	Situation	Planned Measures
	<p><i>light background) and use sufficiently large font size and line spacing.</i></p> <ul style="list-style-type: none"> • <i>Adjust the character size on the screen (e.g. the zoom function in Word or Excel, Ctrl + to enlarge the text on a website, Ctrl in combination with the scroll function on the mouse to enlarge a file presented during online meetings (e.g. via Skype, Teams)).</i> - <i>Check with your employer if there are financial possibilities to purchase one or more screens</i> <ul style="list-style-type: none"> • <i>Ask your employer if he provides either an external screen or financial support (full or partial reimbursement, co-purchase).</i> • <i>Check the possibility of bringing along an external screen from the office.</i> 		
	<p>2.3.4 The screen(s) is/are positioned correctly to obtain an ergonomic posture. <i>Priority: medium</i></p> <p>The position of the screen(s) has a significant impact on the user's ergonomics. To avoid muscle strain at the neck and shoulder, it is important to position the screen at the correct height. Also the distance between the eyes and the screen is important to prevent eye strain. Other factors such as lighting and indoor climate also play a role.</p> <p>More information:</p> <ul style="list-style-type: none"> • OSHwiki, Ergonomics in Office Work • OSHwiki, Practical tips to make home-based telework as healthy, safe and effective as possible • EU-OSHA, Practical tools and guidance on 		



Activity	Risk Description <i>Measures in Place</i>	Situation	Planned Measures
	<p style="text-align: center;">musculoskeletal disorders</p> <p><i>Measures already in place:</i></p> <ul style="list-style-type: none"> - <i>Adjust the set-up of your screen(s)</i> <ul style="list-style-type: none"> • <i>Position the screen perpendicular to the window so the light comes in sideways and does not reflect on the screen and does not bother your view on the screen either.</i> • <i>Try to have the maximum depth perception in the room (2m or 6ft.). It places more strain on the eyes to look at a screen or wall at a short distance for a long time (e.g. if the monitor is right up against the wall).</i> • <i>Position the top edge of the screen(s) at eye level or just below. Use a laptop stand or, if not available, a box or a stack of books to position the laptop screen at the correct height. Note: A lower height is often appropriate for workers wearing reading glasses.</i> • <i>Place the screen(s) at an arm's length from the eyes.</i> • <i>If you wear bifocal or varifocal glasses, make sure that the screen is positioned so that you can read from an upward, neutral position. Avoid tilting the head backwards or forwards while reading on the screen.</i> - <i>Adapt the set-up when using multiple screens</i> <ul style="list-style-type: none"> • <i>When using one screen: Position the screen right in front of you so you do not have to turn your head and/or neck to see it.</i> • <i>When using two screens (e.g. laptop and fixed screen or two fixed screens): Position both screens so that from an upright posture, you can see both screens with minimal head movement. Place them in a V-shape (by using both screens equally) or the</i> 		

Activity	Risk Description <i>Measures in Place</i>	Situation	Planned Measures
	<p><i>primary screen directly in front and the secondary screen on one side of you (when using one screen more than the other).</i></p> <ul style="list-style-type: none"> - <i>Reduce eye strain</i> <p><i>Use the 20-20-20 rule: look every 20 minutes for at least 20 seconds at a distance of at least 6 meters (20 feet).</i></p>		
	<p>2.3.5 When I work on a laptop for a prolonged period of time a separate keyboard, mouse and screen (or laptop stand) are used.</p> <p><i>Priority: medium</i></p> <p>Laptop computers were originally designed for short-term or mobile use. Since the screen and keyboard are fixed, a comfortable working position is not possible: the user is forced to adopt a poor neck/head posture to view the screen or a poor wrist/arm posture to use the keyboard. When a laptop is used for a prolonged period of time, a separate keyboard, mouse and screen (or laptop stand) should be provided.</p> <p>More information</p> <ul style="list-style-type: none"> • OSHwiki, Ergonomics in Office Work • OSHwiki, Practical tips to make home-based telework as healthy, safe and effective as possible • EU-OSHA, Practical tools and guidance on musculoskeletal disorders <p><i>Measures already in place:</i></p> <ul style="list-style-type: none"> - <i>Optimise the use of a laptop/screen by using an external keyboard and mouse</i> 		

Activity	Risk Description <i>Measures in Place</i>	Situation	Planned Measures
	<ul style="list-style-type: none"> • Preferably use a flat keyboard (or fold in the keyboard feet). • Position the keyboard directly in front of the correctly positioned screen, approximately 10-15cm from the edge of the desk. • Place the mouse as close as possible to the keyboard. • Make sure that the arm is well supported by the desk (or armrest) while typing on the keyboard or using the mouse. • Avoid resting the hand on the mouse while not using it. • Reduce mouse clicks by using keyboard short cuts where possible. <p>- Check with your employer if there are financial possibilities to purchase external devices</p> <ul style="list-style-type: none"> • Ask your employer if he provides either external devices or financial support (full or partial reimbursement, co-purchase). • Check the possibility of bringing along external devices from the office workplace. 		
	<p>2.3.6 A document holder is used when working in parallel with paper documents. <i>Priority: medium</i></p> <p>Display screen workers often place their documents in front of the keyboard. This position causes a poor neck/back and arm posture while typing. The placement of the documents along the keyboard leads to a twisted neck. Using a document holder solves these problems.</p>		

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Activity	Risk Description <i>Measures in Place</i>	Situation	Planned Measures
	<p><i>Comments:</i> No document holder is required.</p>		
	<p>2.3.7 A footrest is used when the feet are not fully supported on the floor. <i>Priority: medium</i></p> <p>When the feet are not fully supported (e.g. when the height of the desk is higher than elbow height) the pressure on the upper legs will increase and the blood flow can be reduced and/or you get the feeling of sliding downwards off the chair. Using a footrest solves this problem.</p> <p>More information: A good footrest applies to the following recommendations (according to the DIN 4556 standard).</p> <p><i>Measures already in place:</i></p> <ul style="list-style-type: none"> - Check with your employer if there are financial possibilities to purchase a foot rest <ul style="list-style-type: none"> • Ask your employer if he provides either a foot rest or financial support (full or partial reimbursement, co-purchase). • Check the possibility of bringing along a foot rest from the office workplace. 		
	<p>2.3.8 A headset is provided if needed (e.g. during meetings, when there is a lot of background noise, during a phone call). <i>Priority: medium</i></p>		

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Activity	Risk Description <i>Measures in Place</i>	Situation	Planned Measures
	<p>When teleworkers regularly perform tasks such as typing or taking orders while using the phone, regularly conduct video calls or carry on dedicated telephone work, this can lead to uncomfortable neck postures. The use of a headset is advised in those situations.</p> <p>If there is too much background noise in the home office, the focus on the daily tasks decreases. In this case, the use of a noise-cancelling headphone is recommended.</p> <p>More information:</p> <ul style="list-style-type: none"> • OSHwiki, Ergonomics in Office Work • OSHwiki, Practical tips to make home-based telework as healthy, safe and effective as possible • EU-OSHA, Practical tools and guidance on musculoskeletal disorders <p><i>Measures already in place:</i></p> <ul style="list-style-type: none"> - <i>Check with your employer if there are financial possibilities to purchase a headset</i> <ul style="list-style-type: none"> • <i>Ask your employer if he provides either a headset or financial support (full or partial reimbursement, co-purchase).</i> • <i>Check the possibility of bringing along a headset from the office workplace.</i> - <i>Select the appropriate headset, taking into account the task requirements and the environment</i> <ul style="list-style-type: none"> • <i>Opt for a wireless headset. So, you can easily stand up and walk during meetings and virtual conversations.</i> • <i>For intensive use, select a headset with additional</i> 		


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Activity	Risk Description <i>Measures in Place</i>	Situation	Planned Measures
	<p><i>functions, e.g. accepting calls, adjusting the volume, putting calls on hold, muting yourself, etc.</i></p> <ul style="list-style-type: none"> <i>Make sure that the headset is adjustable in length and width.</i> 		
Internet, software and support (helpdesk)	<p>2.4.1 The internet connection at home is stable. <i>Priority: medium</i></p> <p>It is important for teleworking to have a stable internet connection. Depending on national legislation (e.g. Belgium, Luxembourg, Poland, Slovakia, Spain...) the costs associated with the internet connection might be compensated by the employer under national law and therefore best included in the agreement.</p> <p><i>Measures already in place:</i></p> <ul style="list-style-type: none"> <i>Ensure a stable internet connection at home</i> <i>If the Wi-Fi connection is bad or not stable, make use of a cable to improve the connection.</i> <i>Discuss with your employer the option of receiving a reimbursement</i> <i>Discuss with your employer the option of receiving a reimbursement/support for a good internet connection.</i> <i>Contact your provider for internet connection issues</i> <i>Contact your provider if you have problems with your internet connection.</i> 	<p>✓</p>	
	<p>2.4.2 The software is suitable to perform tasks efficiently. <i>Priority: medium</i></p>	<p>✓</p>	


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Activity	Risk Description <i>Measures in Place</i>	Situation	Planned Measures
	<p>Teleworkers should be provided with the necessary software and apps, the necessary technical support and the possibility to contact the ICT service desk to find a solution for IT-related questions. In addition it's important that teleworkers are informed when the technical support is available.</p> <p><i>Measures already in place:</i></p> <ul style="list-style-type: none"> - <i>Make sure the software always stays up to date</i> <i>Contact your employer or ICT department in case of doubts and ask them for the necessary measures to make sure the software always stays up to date.</i> - <i>Stay informed how to use the software correctly and efficiently</i> <i>If you encounter problems or things are unclear to you, make sure to ask for adequate information and training.</i> 		
Psychosocial wellbeing	<p>2.5.1 The workload can generally be handled within the agreed/paid hours. <i>Priority: medium</i></p> <p>Within the framework of applicable legislation, collective agreements and company rules, teleworkers manage to organise their working time. Teleworkers' workload and performance standards are equivalent to those of comparable employees at the employer's premises.</p> <p>Good workload management and the implementation of actions to mitigate workload contribute to a healthy work-life balance.</p> <p><i>Measures already in place:</i></p>		

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Activity	Risk Description <i>Measures in Place</i>	Situation	Planned Measures
	<ul style="list-style-type: none"> - <i>Inform your employer/supervisor if workload is too high In the event of a (persistently) high workload, make an appointment to discuss this with your supervisor/employer and ask for solutions.</i> - <i>Ask for the possibility to plan tasks and expectations. It is important to plan your time and have good communication about your tasks, efforts and responsibilities. Point out to your employer the need for planning and the stress last minute requests might cause. Ask for solutions if these happen frequently.</i> - <i>Plan your daily, weekly, monthly work schedule</i> <ul style="list-style-type: none"> • <i>Organise work schedules and tasks in such a way that it allows work to be balanced with private life.</i> • <i>Arrange working hours and schedules to allow enough recovery time in between shifts.</i> • <i>Make sure you have sufficient time to disconnect.</i> 		
	<p>2.5.2 There is sufficient balance between formal and informal communication with colleagues and the supervisor. <i>Priority: medium</i></p> <p>Factors such as increased social isolation from colleagues, lack of face-to-face interaction and support can have an impact on your wellbeing. Therefore, your employer should take measures to prevent you from being isolated from the rest of the working community in the company, giving you the opportunity to meet with your colleagues on a regular basis and to access company information.</p>		


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Activity	Risk Description <i>Measures in Place</i>	Situation	Planned Measures
	<p>For example, in Portugal, the labour law requires the employer to promote regular contact between remote workers, the company and other staff in order to prevent isolation. In Luxembourg, the national agreement on teleworking (which was declared binding by law) stipulates that employers should ensure that measures are taken to prevent teleworkers from becoming isolated from their office-based colleagues.</p> <p><i>Measures already in place:</i></p> <ul style="list-style-type: none"> - <i>Inform your employer when you feel isolated If you feel isolated and not involved sufficiently in communications with colleagues, inform your employer and ask for solutions.</i> - <i>Stay connected with colleagues and/or supervisor by scheduling regular phone calls and/or (virtual) meetings</i> <ul style="list-style-type: none"> • <i>Ask for several contact moments with your supervisor to discuss work-related aspects, including communication, information etc.</i> • <i>Team meetings are best alternated with one-on-one talks with colleagues and supervisors.</i> - <i>Make time for informal talks Take virtual coffee breaks with colleagues. Consider to propose/plan some time for a personal check-in during specific online meetings to discuss how everyone is doing and mention aspects not directly related to the agenda (work or private life)</i> 		


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Activity	Risk Description <i>Measures in Place</i>	Situation	Planned Measures
	<ul style="list-style-type: none"> - <i>Ask for help Make sure to ask your colleagues and/or supervisor for help when needed.</i> - <i>Express your appreciation and in turn help colleagues when necessary Working online removes possibilities for informal exchange and discussions that would have happened at the coffee machine or anywhere else at the workplace. Try to replace the positive appreciation that takes place in such occurrences by expressing your appreciation and offer your help or advice to colleagues when necessary.</i> 		
	<p>2.5.3 I'm generally having a good work-life balance. <i>Priority: medium</i></p> <p>Teleworking is not always easy to balance with your private life. When working from home, the boundaries between your work and home become increasingly blurred. Separating your private and work life can be quite challenging and not managing to separate may lead to stress, lower job satisfaction and health problems. Here are some practical tips to improve your work-life balance while working from home.</p> <p>More information:</p> <ul style="list-style-type: none"> • EU-OSHA, E-guide to managing stress and psychosocial risks • OSHwiki, Work-life balance – Managing the interface between family and working life 		

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Activity	Risk Description <i>Measures in Place</i>	Situation	Planned Measures
	<p><i>Measures already in place:</i></p> <ul style="list-style-type: none"> - <i>Organise your work at home</i> <ul style="list-style-type: none"> • <i>Work in a separate home office, where you can work without being disturbed. This helps to maintain a clear separation between work and home. Make good arrangements with your partner, children, flatmates etc.</i> • <i>Schedule the working day (including lunch and short breaks). Start each day by writing down the goals and track your progress. If necessary, adjust daily goals to the current circumstances and work rhythm.</i> • <i>Respect 'normal' or agreed office working hours.</i> • <i>Make sure you have of a good routine: get up and start at the same time as you usually would for an office working day. End the working day by taking a walk, for example.</i> • <i>Make after-work plans. If you have to be somewhere at the end of the working day, it is more likely that you log off and stop working.</i> • <i>Set up an out-of-office and an appropriate voicemail during holidays.</i> - <i>Make an appointment with your supervisor/employer when you experience (a persistent) work-life imbalance</i> <i>It is important to inform your employer/supervisor and ask for solutions when you experience (a persistent) work-life imbalance. Make an appointment with your supervisor/employer.</i> 		
	<p>2.5.4 Clear arrangements are in place with the employer/ supervisor to disconnect.</p>		


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Activity	Risk Description <i>Measures in Place</i>	Situation	Planned Measures
	<p><i>Priority: medium</i></p> <p>Transparency and engagement regarding the working hours between colleagues, supervisor and/or employer is important. The right to disconnect can be a part of the individual agreement or arrangement at an organisational level or through legal provisions such as a working hours act.</p> <p>In order to create digital balance, the following measures are suggested:</p> <ul style="list-style-type: none"> • switch off your work equipment during breaks • try not to respond to emails, calls, after the agreed working hours • respect the agreed timeframes for sending emails/requests <p>For example, in Italy, particular attention is paid to avoiding risks associated with ‘technostress’. To avoid this risk, employees are obliged to comply with the rules on rest periods and breaks established by law and collective agreements.</p> <p>Belgium, France, Italy and Spain have legislation for teleworkers for the right to disconnect.</p> <p><i>Measures already in place:</i></p> <ul style="list-style-type: none"> - <i>Ensure clear arrangements on working hours, breaks and reachability</i> <ul style="list-style-type: none"> • <i>Make sure you know what is expected from you.</i> • <i>Be aware of the agreements on the working hours and the organisation of teleworking, which can have a positive impact on</i> 		

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Teleworking

Activity	Risk Description <i>Measures in Place</i>	Situation	Planned Measures
	<p><i>your productivity and mental health.</i></p> <ul style="list-style-type: none"> • <i>Agree on when you should be available.</i> • <i>Avoid last-minute changes or tasks.</i> • <i>Try to avoid working overtime and keep your employer informed about it, when it happens consistently.</i> • <i>Prevent the workload from becoming too great.</i> • <i>Ask for back-up when you are on leave (e.g. referral in out of office mail).</i> <p>- <i>Take enough breaks during the day in order to break up periods of intense work, and do not skip lunch break</i></p> <ul style="list-style-type: none"> • <i>Go off-line so everybody knows that you are not available.</i> • <i>If you sometimes forget a break, try to work in fixed blocks with 5 minutes breaks in between.</i> 		
	<p>2.5.5 I have been informed on how to seek support in case of mental problems. <i>Priority: medium</i></p> <p>Adequate support is important in preventing work-related stress and dealing with mental health issues. Informal support from your colleagues, family, friends is a key factor for coping with work. In some cases, you may need professional help to deal with specific mental health issues, individual advice, physical complaints and psychosocial issues (burnout, conflicts, bullying, harassment,...).</p> <p>More information:</p> <ul style="list-style-type: none"> • EU-OSHA, E-guide to managing stress and psychosocial risks • Napo film, Napo in... when stress strikes 		

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	<p><i>Measures already in place:</i></p> <ul style="list-style-type: none"> - <i>Call upon assistance</i> <i>Inform yourself how to seek support in the event of experiencing mental health problems. It might be helpful to ask for generally having such procedures/measures in place. If such a structure has been set up, you are better supported when actually feeling exhausted, overwhelmed or stressed.</i> - <i>Inform yourself about support structures, like confidential counsellors.</i> <i>Be aware who is appointed as a confidant counsellor, when you are seeking support. Ask your employer to put respective measures in place.</i> - <i>Contact the occupational physician in case of need for individual advice</i> <ul style="list-style-type: none"> • <i>Make sure you have access to a system where you can report physical and/or psychosocial hazards or symptoms, and if needed can arrange a consultation with an occupational doctor and/or psychologist</i> • <i>Make sure you are informed of the right to consult the occupational doctor and/or psychologist if you should need individual advice regarding working from home.</i> • <i>Make sure you know the contact details for the occupational doctor, psychologist or ergonomist.</i> 		