

Occupational health and safety for **telework**

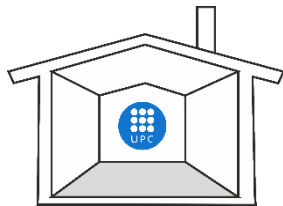
Before you start

In order to protect your health and safety when you are teleworking, you need to consider certain aspects of the setting and work space.

This file will give you **ergonomic recommendations and criteria** for designing and organising your work space properly and according to actual possibilities and resources. These recommendations and criteria aim to minimise or eliminate the main ergonomic risks associated with telework.

We advise you to follow the recommendations in the following order:

Telework space and setting



Choose the location and orientation of your work space

Furniture



Choose the most appropriate furniture for computer work

Computer



Adapt your work computer (desktop or laptop)

Time management



Recommendations for time management and organisation

Telework

Telework space and setting

Furniture

Computer

Time management

Follow these recommendations to **choose your teleworkspace.**

Work space

We recommend:

- Having an isolated and separate area that is spacious enough to work comfortably.
- Positioning your work space so that the monitor is perpendicular to windows (avoid light from the front or from behind). Otherwise, using curtains.
- Keeping circulation areas free from cables and objects to prevent falls.

Lighting

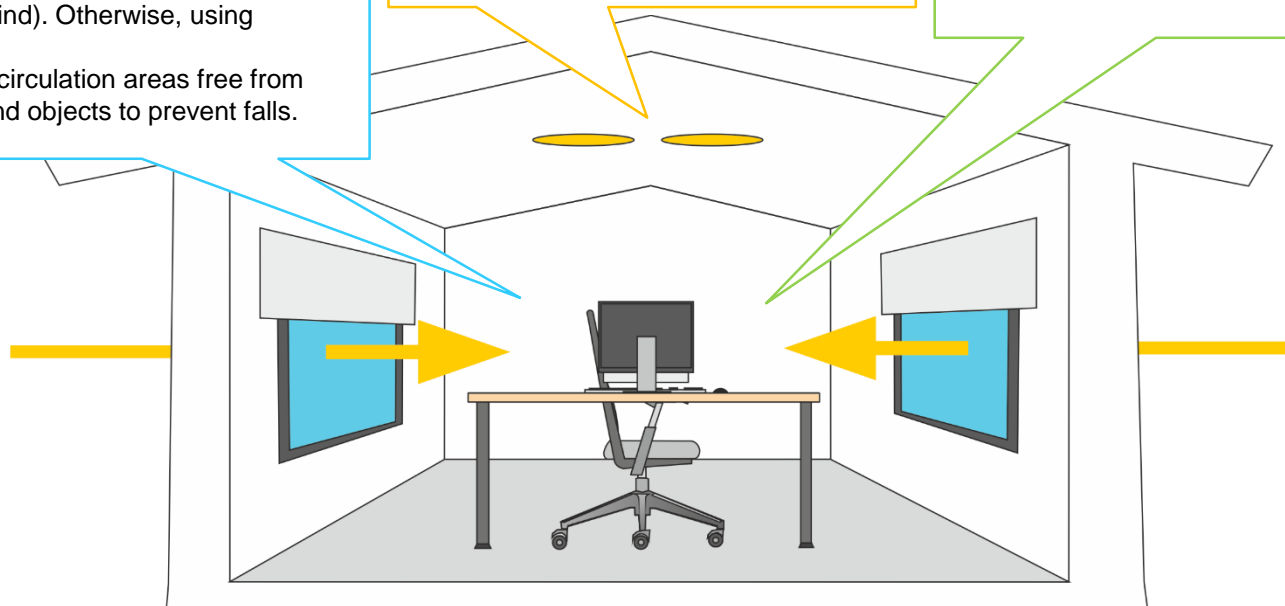
We recommend:

- Having sufficient and uniform lighting to read documents without straining your eyes.
- Avoiding reflections or glare from natural light by using curtains.

Noise and temperature

We recommend:

- Keeping noise levels low for better concentration. Avoiding, whenever possible, distracting sources of noise.
- Maintaining a comfortable temperature.
- Ventilating the room.



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As at the office, whenever possible, **use furniture that guarantees your comfort and safety.**

Chair

Try to use a stable chair that allows a comfortable posture and freedom of movement.

We recommend:

- Adjustable seat height and depth.
- Tilt- and height-adjustable backrest with gentle lower-back support.
- Five wheels.

Table

We recommend that:

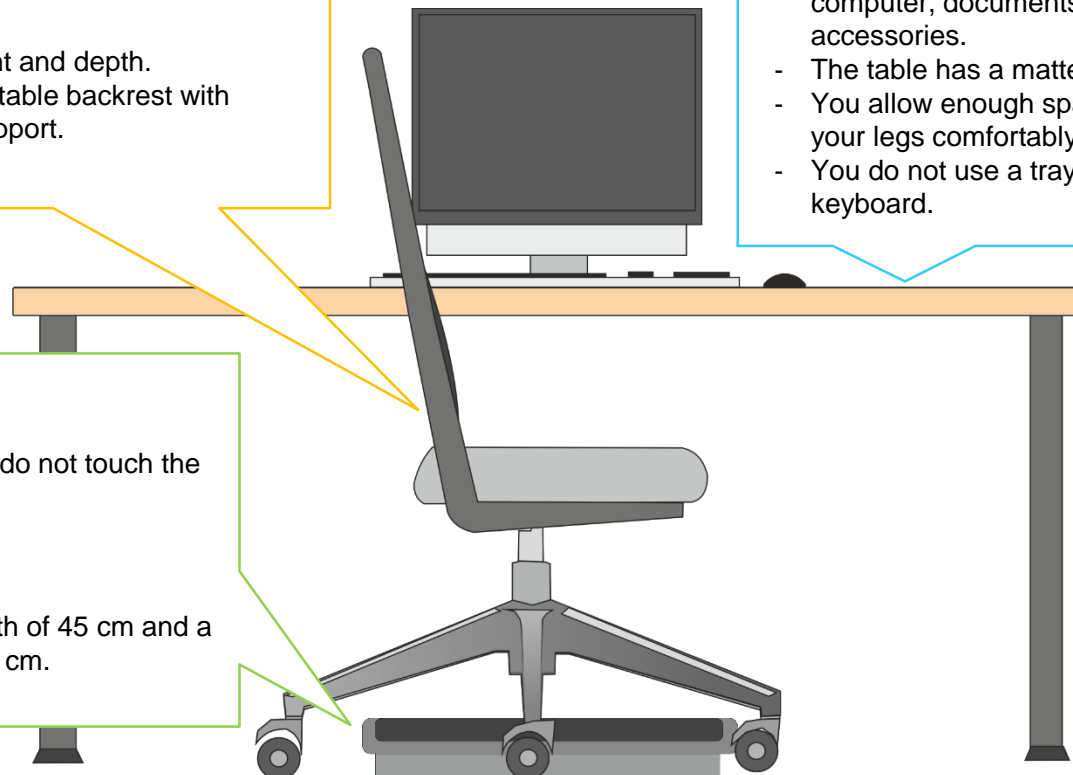
- You have enough space for your computer, documents and accessories.
- The table has a matte surface.
- You allow enough space to position your legs comfortably.
- You do not use a tray for the keyboard.

Footrest

It is required if your feet do not touch the ground.

The footrest should:

- Be stable.
- Have a minimum width of 45 cm and a minimum depth of 35 cm.
- Tilt.



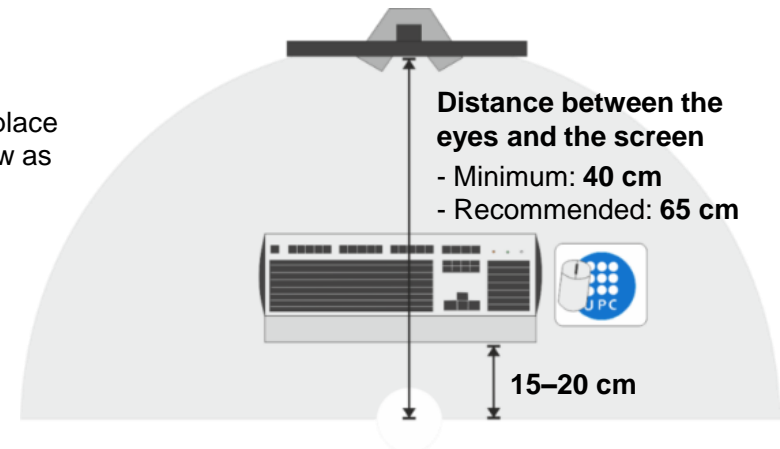
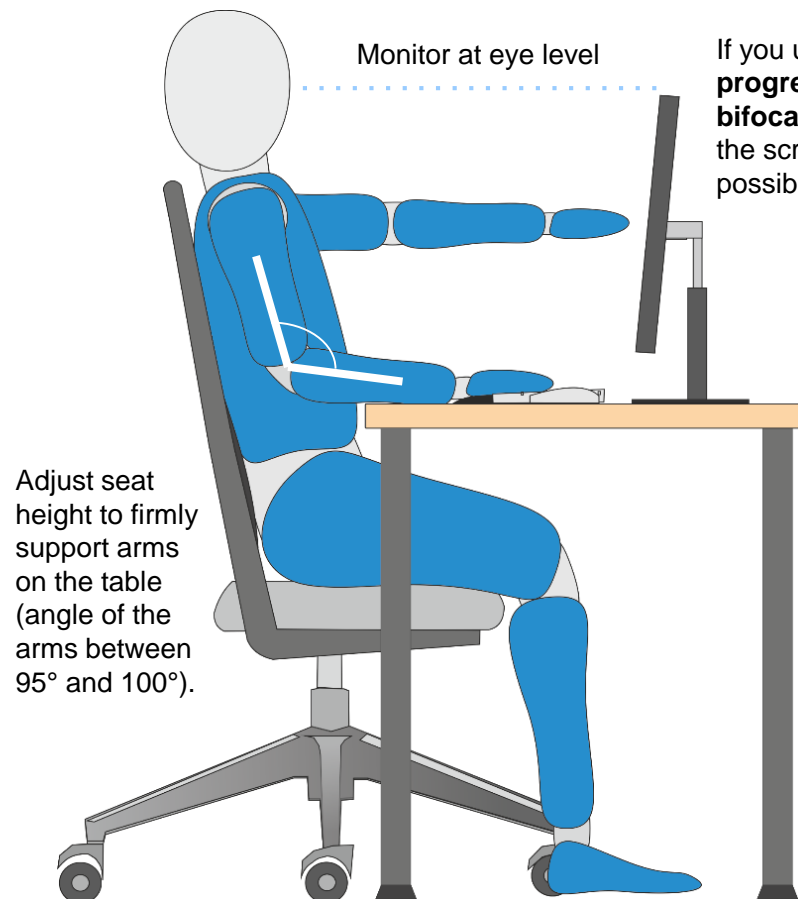
Telework space and setting

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If you telework with a **desktop computer**, follow these recommendations:



To ensure visual efficiency and a comfortable and safe posture, **we recommend:**

- Allowing a distance between the eyes and the screen of at least 40 cm to avoid eye fatigue and, whenever possible, increasing such distance to the recommended for visual comfort (65 cm).
- Aligning the monitor, the keyboard and the chair to adopt neutral postures.
- Allowing space in front of the keyboard to steadily support your wrists and forearms.
- Placing the keyboard parallel to the edge of the table and the mouse close to the keyboard.

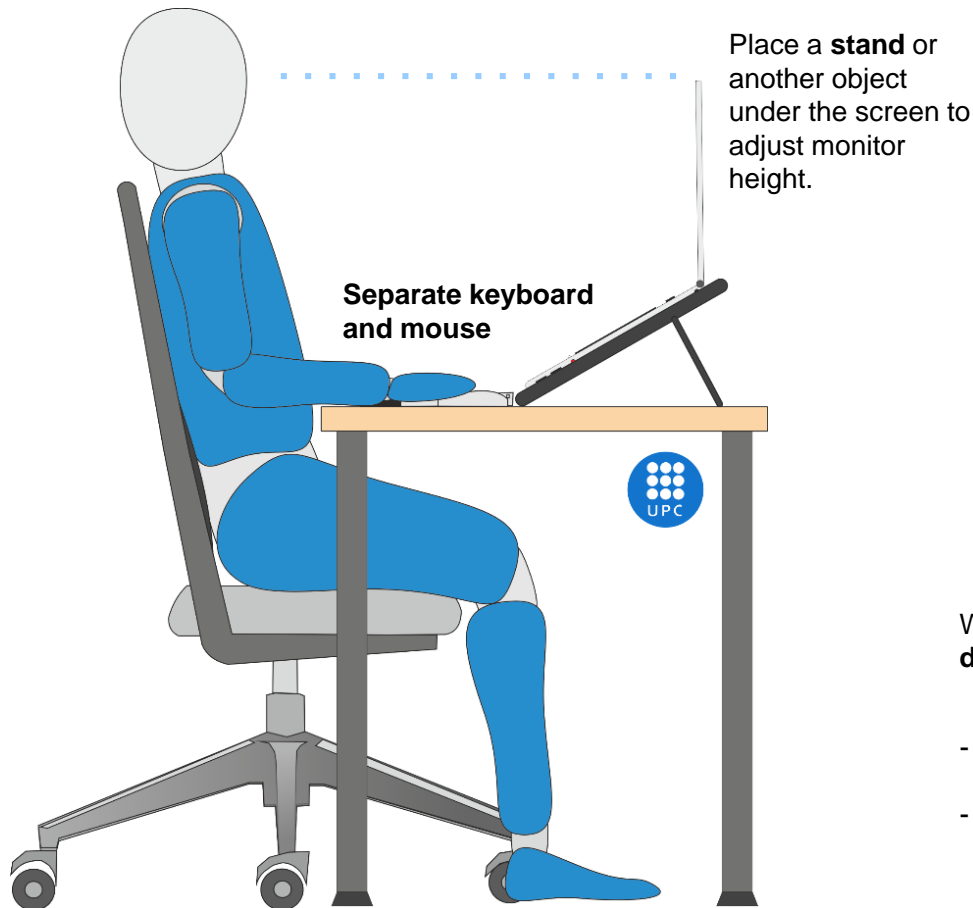
Telework space and setting

Furniture

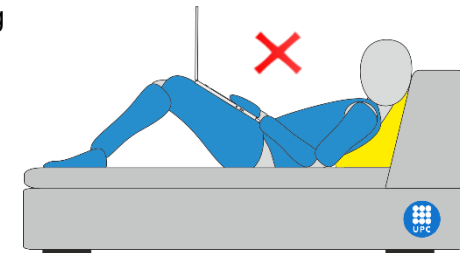
Computer

Time management

If you use a **laptop as your regular tool for telework**, follow these recommendations:

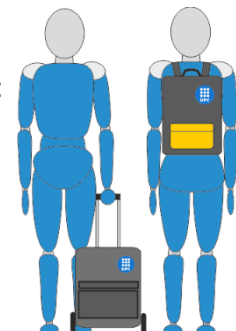


To prevent risks, **do not telework** in the following postures:



When you have to **transport documents** or a laptop, we recommend:

- Preferably using a rucksack or a case with wheels.
- Trying not to overload them with unnecessary material.



Telework space and setting

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Follow the recommendations to **organise telework time**.

Organising working time

- Set a **start and an end time for your working day**. Although telework gives us greater working-time flexibility, you should keep more or less the same working hours as at the office, which should coincide with those of your colleagues. Additionally, you should let your colleagues know your working hours so that they know when to reach you.
- You should take **breaks** just like you do when you work at the office. Breaks will help you relax your mind and be more productive during working periods. Remember to do stretching and muscle-relaxation exercises during the breaks to compensate for the lack of mobility. You should schedule your breaks at specific times of the day and not extend them too much to avoid upsetting your work pace.
- To **minimise eye fatigue** you should follow the **20-20-20 rule**. When you are using a computer, every 20 minutes you should look away from the screen for 20 seconds focusing on an object 20 feet (6 meters) away.

Perform **muscle- and eye-relaxation exercises**.

Take the time!

Telework space and setting

Furniture

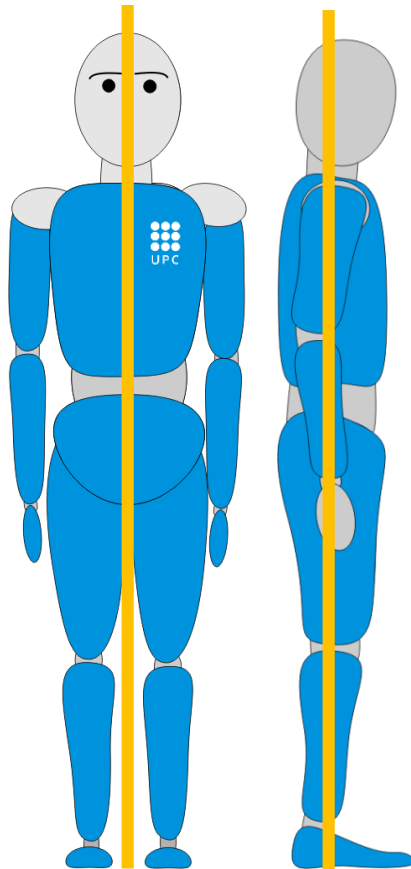
Computer

Time management

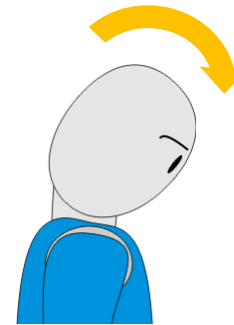
Muscle-relaxation exercises

Do the exercises **gently**, without applying **excessive force**.

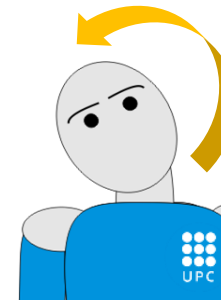
Before starting the muscle-relaxation exercises, start from the “zero position”, in which the **body is aligned and balanced**.



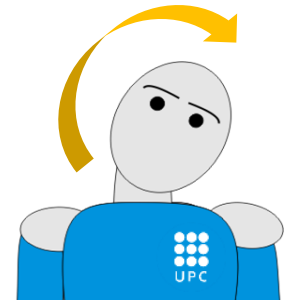
Ensure that your **position is comfortable, upright and symmetrical**.



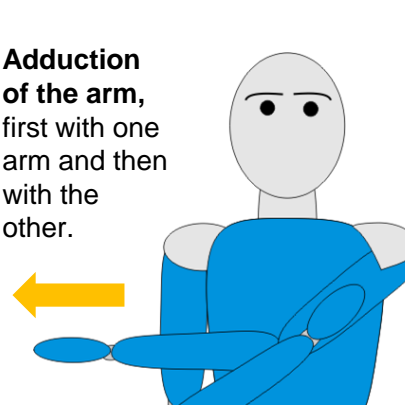
Bend your head.



Tilt your head.



Adduction of the arm, first with one arm and then with the other.



Raise one arm behind your head and hold it with the other. Then do it with the other arm.



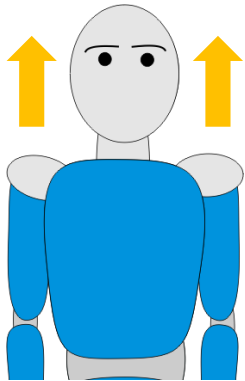
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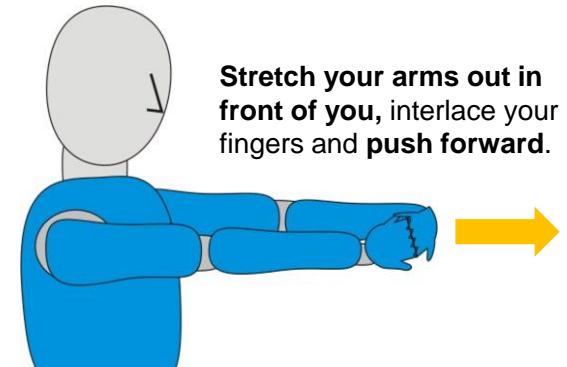
Time management

Muscle-relaxation exercises

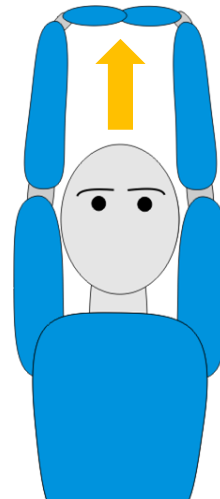
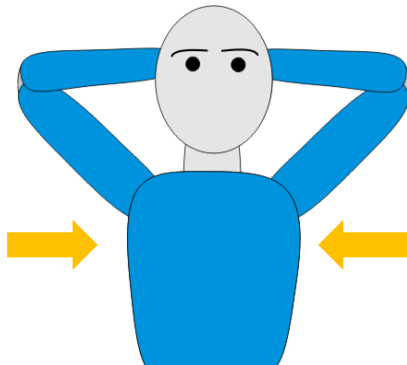


Raise your shoulders for a few seconds and then let them fall by relaxing your muscles. Then raise your shoulders again.

Raise your arms above your head, interlace your fingers and **push upwards** with the backs of your hands facing the ground.



Stretch your arms out in front of you, interlace your fingers and **push forward**.



Remember to intersperse your breaks with these exercises.

Telework space and setting

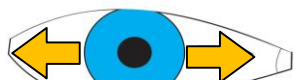
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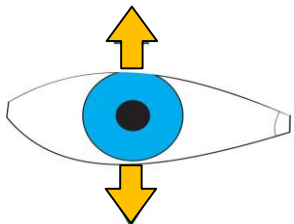
Time management

Exercises for minimising eye fatigue

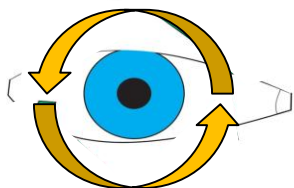
To minimise **eye fatigue** you should carry out a series of exercises. These exercises can be done in your work space or any other.



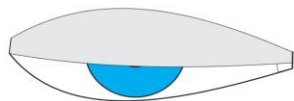
Focus your eyes to **one side** for approximately two or three seconds, then repeat the same operation on the other side (right and left). Do five repetitions on each side (do not turn your head).



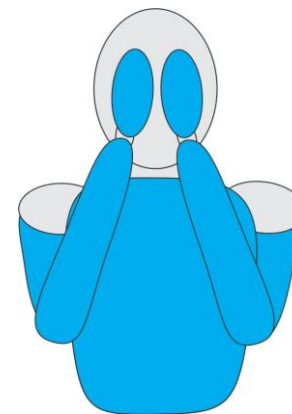
Do the same as in the first exercise, but **look up and down**. Repeat five times.



Rotate your eyes in a circle. Do it five times clockwise and five times anti-clockwise.



As we **blink less frequently than normal** when we use data display screens, try to blink regularly and to close your eyes for a few seconds when you do the exercises.



Close your eyes and cover them with the palm of your hands (so that light does not enter) for 15 seconds.

Avoid pressing on your eyeballs.