

Homeworker Guidance Note

Slips Trips and falls

Floors and floor coverings around the working environment should be in a good state, walkways should be kept clear of trip hazards. Items should not be stored at a height where there is a risk of it falling onto you.

Fire Safety

The work area should be kept tidy with regular disposal of waste paper. A clear exit route must be available in the event of an emergency.

Electrical Safety

Electrical equipment should be safe to use and in good working order, any equipment provided by the Authority must be tested on an annual basis.

You should check for signs of overheating, as well as checking for damaged equipment, including loose or cracked cases or plugs. Leads should be in good condition, no fraying or cracks. If extension leads have to be used they must be fused, if you are using extension reels they must be fully unwound from the reel to avoid overheating.

Work Environment

Lighting needs to be appropriate for carrying out the work tasks concerned. Temperature and humidity also need to be maintained at comfortable levels. There should be sufficient space to enable access to the workstation. Window blinds may be helpful to reduce reflection/glare. Sources of noise disturbance should be controlled where possible.

Workstation tips

Are your elbows at or just above the desk height? If not, can you raise your chair so that they are, being-careful not to squash your thighs against the underside of the desk.

Are your feet flat on the floor?, if not you may require a foot rest so that your feet are supported.

Can you get as close to your keyboard as you would like? If you have armrests on your chair this may be the problem. Sitting away from the desk can encourage a slouching posture, causing backache.

Are the things you use most often easily reached from where you sit? If not can you rearrange your workstation so you do not have to overstretch.

Is there enough room under the desk for the legs to be unobstructed? Ensure that the space under the desk is clear to allow room for the legs without having to twist or compromise your posture.

Are your hips and head facing the monitor i.e. in the same direction? If not, can the workstation be rearranged so that you are not turning your head to look at the monitor.

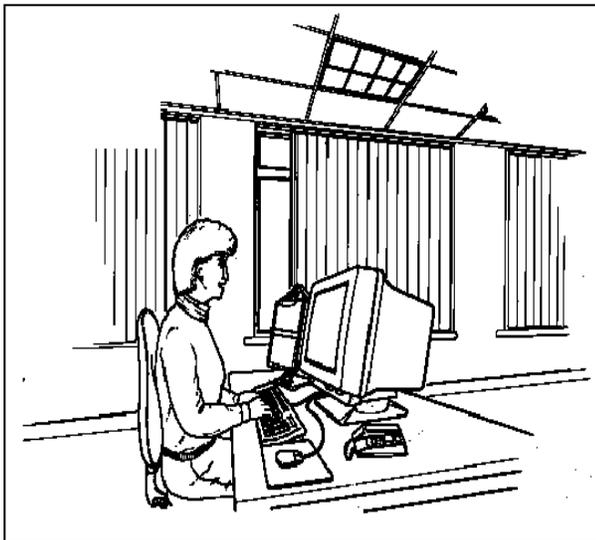
Do you have enough space for deskwork if required? If not consider rearranging or extending your working area.

Make use of the illustrations to see whether you've organised your desk at home to avoid unnecessary problems. The rules also apply to work with laptops; whenever possible the same advice should be followed.



The ideal working posture.

Forearms at keyboard height and eyes level with top of screen. Chair adjusts to provide back support and feet securely rested (in this case by use of a footrest). Use this as a guide to finding a comfortable working posture for yourself.



An ideal work station arrangement.

Desk uncluttered, space for documents etc. if needed and to rest hands when not typing. Screen positioned to avoid reflections from light coming in from the window or the fluorescent light tubes.

If you experience any problems or wish to seek further guidance please contact the Health and Safety Section on 01443 864865.