

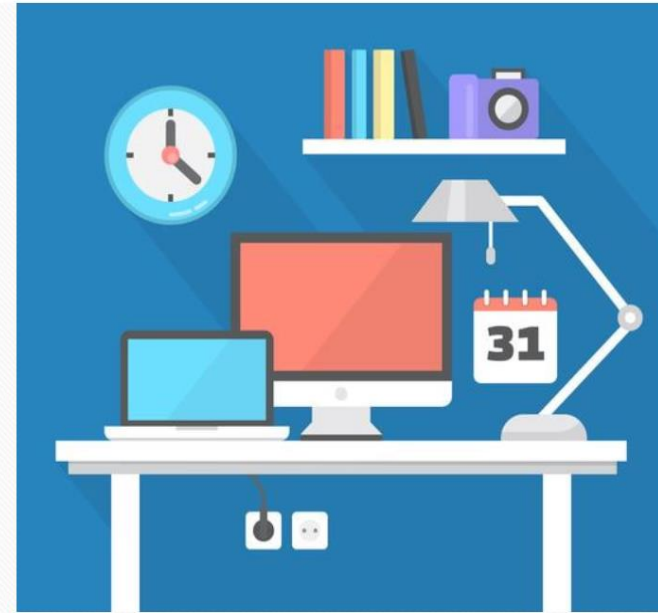
# Remote Working Squad

## Health and Safety

Under the Safety, Health and Welfare at Work Act 2005 an employer has a duty of care towards his employees. This includes providing and maintaining a safe workplace, preventing any improper conduct or behaviour likely to put the safety, health and welfare of employees at risk and providing instruction and training to employees on health and safety.

## Areas business should consider

- Remote working space **Risk Assessments**
  - Ensuring security of **Personal Data & Confidentiality**
  - **Liability/Compensation:** Injuries at home, the protection of company assets from guests or family members, and any additional insurance requirements.
  - **Remote / Homeworking Policy**
    - Employee remote work policy training & expectations
    - Include: Policy: brief, purpose, scope, elements, agreement
- Establish the guidelines around remote work, then implement policy.



## Office Space Setup

Working Time - Employers are obliged to record information for each employee to include

- starting and finishing times,
- rest breaks, daily breaks
- It's important to support employees Establish clear rules

Email [info@safetysquad.ie](mailto:info@safetysquad.ie)

## Staff Motivation



## Good Internet



## Chat Share Apps



## VDU Monitors



Call (01) 63 63 **112**

# Display Screen Equipment (DSE-VDU)

Call (01) 63 63 112

## The Law

### The Safety, Health and Welfare at Work, (Gen Apps) Regulations 2007, Chapter 5 of Part 2

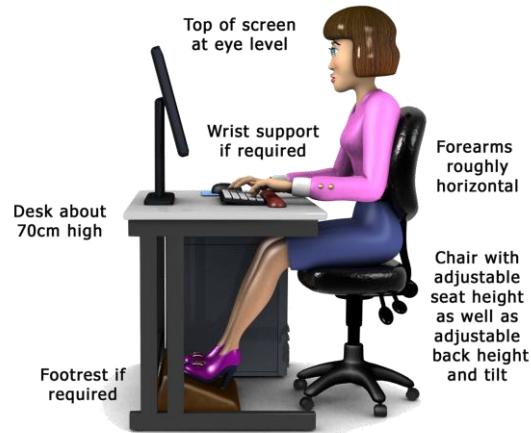
outline the requirements that must be adhered to in relation to Display Screen Equipment.

Regulation 71 (d) states that "this Chapter does not apply to... portable display screen equipment not in prolonged use at a workstation"

Schedule 4 details the minimum requirements for all Display Screen Equipment

As an employer there are a number of duties set down in this regulation, the key requirements are to:

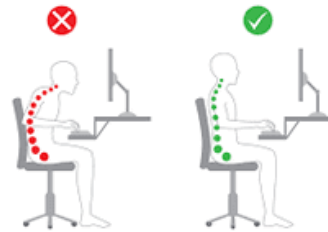
- Carry out an analysis or risk assessment of employee workstations
- Provide information in relation to measures which have been implemented
- Provide training in the use of workstations with display screen equipment and whenever the workstation is modified
- Perform a further analysis or risk assessment where an employee transfers to a new workstation or significant new work equipment, change of equipment or new technology is introduced
- Ensure that the provision of an appropriate eye and eyesight test is made available to every employee



It is recommended that a laptop should be connected to a separate monitor and keyboard,



## Posture



### Stay hydrated

frequent eye resting & changes in VDU activity

There are four stages in the risk assessment process:

**Stage 1:** Initial consultation with the employee

**Stage 2:** Observation of the employee working at the computer workstation

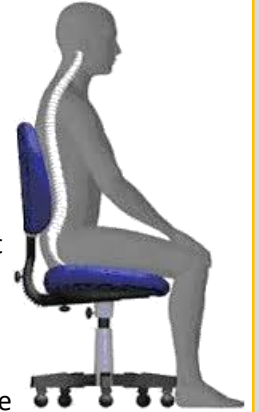
**Stage 3:** Identify the issues that need to be addressed

**Stage 4:** Review the implementation of the action plan

A competent person must carry out the risk assessment of an employees workstation.

### Document analysis

Environment (space requirements, lighting, radiation, noise, heat and humidity). Employee computer interface



## Conditions

"workstation" means an assembly comprising display screen equipment, which may be provided with a keyboard, input device, software, operator and machine interface, includes

- (a) a work chair and work desk or work surface,
- (b) any optional accessories and peripherals,
- (c) the immediate work environment of the display screen equipment.



A laptop does not have a separate keyboard and a user should not work of the laptop directly for long periods of time



**Safety**  
Squad.ie

