



SEKA S.A. advises...

Safe work from home

Why new working forms? How to organise work today?

In terms of occupational health and safety, employers are required, as far as possible, to prevent the COVID-19 virus from spreading in the workplace. This means, above all, an organisation of work that will reduce the personal contact between employees, e.g. by avoiding face-to-face meetings and communicating remotely. Wherever possible, employees should be encouraged to work remotely.

What is the difference then between working remotely and teleworking?

Teleworking means working on a regular basis outside the usual workplace by means of electronic communications. Hence, a teleworker is an employee working under such arrangements and delivering the effects of his/her work to the employer, particularly using means of electronic communications. This includes work performed using a computer and sent via electronic mail.

Remote work may also involve an employee working from home without any means of electronic communications (such as computer or Internet). This may include analysing documents, drafting opinions by hand, etc. with the outcome later delivered in a manner agreed on with the employer.

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Can remote work be ordered regardless of housing and family conditions? What if work cannot, in the employee's opinion, be performed at his/her home due to the conditions and family situation at his/her place?

The statute does not refer to the housing or family conditions of the employee when specifying the terms of assigning remote work. However, where an employee reports not being able to work from his/her home, the employer should assign to the employee another place from which remote work can be done.

Now organise your place of work given the conditions at your home

It does not matter whether or not you have a laptop. Your workplace should not lead to the deterioration of your health or reduce the comfort in the performance of the tasks assigned by the employer. Therefore:

1. Choose a place that has access to natural light, optimal temperature for light work (i.e. 22°C, a minimum of 18°C) and can be easily ventilated;
2. Ensure sufficient room for the documents you will be working on and the tools you will need, such as the telephone, laptop, pen and notepad;
3. Make sure there are no obstacles on the way to/from your work station, such as: electric cables, lying or hanging, protruding carpets or rugs that could be tripped over when getting up or moving;
4. Inform your flatmates that you will be working from home and need to concentrate on what you are doing; that you might have to talk (sometimes speaking up) on the phone; ask them not to absorb you with other tasks.

When starting work - remember

The table or laptop used at a desk should be placed on a holder at a 30-45° angle, which will prevent excessive leaning over.

Sit down in a position ensuring the following joint angles:

- Right angles at the hip joint, i.e. between your thighs and the upper part of your body;
- Right angles at your knees – between the thighs and calves;
- Zero angle between the arm and the upper body – the arm should be aligned with your side;
- Right angles or more in the elbow joint between the arm and forearm;
- Hands aligned with the forearm.

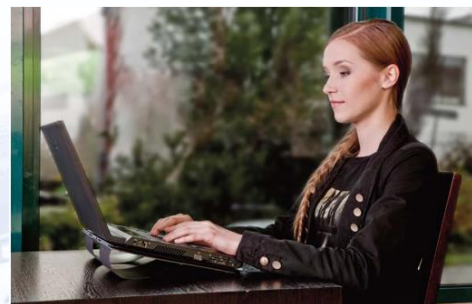




Photo from web.pip.gov.pl/ergonomia/pdf/ergonomia_pracy_z_laptopem.pdf

- However, these positions are not recommended for working with computers and they should be treated as temporary.
- In case of longer work involving a laptop or tablet, you should use a separate keyboard and mouse.
- Place the computer screen so as to avoid reflections from windows or overhead lights.
- Adjust the size of the font (usually by increasing it) so as not to strain your eyes.
- Take breaks. It is recommended to take a 5-minute break after each hour of work with a computer screen. Pregnant employees should take 10-minute breaks every 50 minutes of work.

Use the break to:

- Still sitting down, remove from the place of work. Lean down so as to rest your palms on the floor. Stay in this position for 10 seconds. Repeat the exercise 3 times.
- Raise your straight arms above your head. Keep the position for 8 seconds, then stretch, lowering your arms along the trunk. Repeat 3 times.
- Rotate your head. One way for a few seconds, then the other way...
- Lace your fingers and rotate your wrists for a few seconds.

Should you have any questions, telephone or email:

Your OHS inspector

The nearest SEKA S.A.'s Branch.

Work safely!