

## Request for Home Office Work Agreement

Workplace No.			
Name of the Employee		UČO	
Job Title			
Weekly Working Hours	hours		
Type of Home Office*	<input type="checkbox"/> Long-term: <ul style="list-style-type: none"> <li><input type="checkbox"/> number of days per month:</li> <li><input type="checkbox"/> regularly (e.g. every Thursday, 3 hours each Tuesday):</li> <li><input type="checkbox"/> upon an</li> </ul>		
	<input type="checkbox"/> Short-term (e.g. only 2 weeks): from          to		
Valid from			
Justification:			
The Employee: <input type="checkbox"/> has been provided with the work notebook <input type="checkbox"/> has been provided with the work cell phone			
<b>The Employee declares that:</b> <ol style="list-style-type: none"> <li><b>1. his/her home office workplace and working environment comply with the requirements specified in Annexes No. 1 - 3 of the Agreement on home office work.</b></li> <li><b>2. he/she will not perform work tasks classified as 2R - 4 in the work categorization.</b></li> <li><b>3. he/she will perform only work tasks of administrative nature.</b></li> </ol> Employee 's Signature: .....			

The Head of Department/ The Head of Workplace:	The Faculty Bursar:
Date:	Date:
Signature:	Signature:

\*Long-term – e.g. provided as a support to harmonisation of work and family life, in case of more effective utilisation of workplaces in offices, job sharing, or in case of carrying out regularly duties whose nature requires a quiet environment and employee's concentration and the employee does not need to be in direct contact with colleagues.

Short-term – e.g. in case of an employee with a broken leg. Such an injury allows the employee to work without any special working restrictions (upon a prior consultation with the doctor), however the work can be performed only from home (outside of the employer's workplace). Home office cannot be combined with the sick leave.

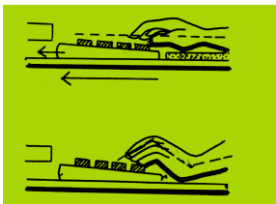
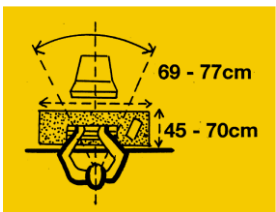
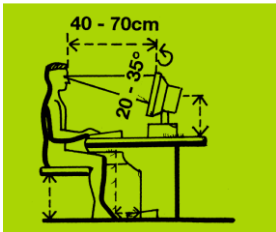
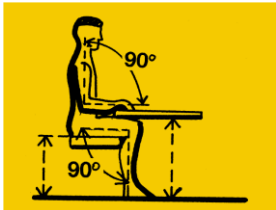
**For information purposes only – not needed to print**

## Requirements for Home Office Workplace and Working Conditions

(Annexes No. 1 – 3 of the Agreement on home office work)

### 1. Computer Workstation Ergonomics

Aches and pain in back, shoulders, arms and wrists, eyesight fatigue etc. are most frequently caused by unsuitable arrangement of the workstation, as well as inappropriate facility and location. Not every PC user has been informed about how to organize the workplace in respect with his/her own physical proportions and type of the activity being performed. Realisation of ergonomic rules may in great way reduce or remove the above-mentioned problems, ensure comfortable workplace and improve the overall performance.



- If you are able to influence location of your workstation within the office, etc. try to get a place **free from any light reflections** (lights, windows and other shining areas).
- Make sure that you have suitable conditions for your optimal work position, i.e. type of the work seat, height of the desktop, sufficient space for legs, placement and features of the monitor, type and placement of the keyboard and other equipment. Adjust the **height of the seat** and **declining of the back rest** so as you are allowed to sit in a comfortable position considering proportions of your body. (optimal height of the seat is 40 cm – 45 cm above the floor).
- If the desktop is not adjustable, the desk should be about 72 cm above the floor, for small women it is a few cm lower. If the desktop is adjustable, it should be adjusted according to your height.
- Correct height of the desktop can be checked as follows: while sitting your arms should be elbow bent 90 degrees.
- This rule holds true also while working in standing position.
- **Location of the monitor is as follows:** the centre of the screen should be around 20 – 35° below horizontal axes of your eyes and the upper edge of the monitor slightly below the horizontal eye level.
- Distance from the eyes is about 45 –70 cm, according to the size of letters in the screen. If you work most of the working hours with a computer, the screen should be in the centre of your viewing field.
- Don't use a monitor showing malfunctions/defects such as floating, "dancing" lines or letters, bid brightness contrast and other defects damaging your eyes.
- The space for legs must be big enough to allow you to sit in a comfortable position with possibility to stretch out your legs, change their position, or use footrest with adjustable incline and position on the floor.
- The keyboard which is permanently used must be within easy reach (no more than 50 cm for men and 44 cm for women in front of you, and 77 cm for men and 69 cm for women in sideways). Elbow should be supported with a **gel keyboard pad** which prevents bending the wrist.
- Documents holder should be placed as near to the monitor as possible so as you do not have to turn around your head. Lamp on the table must illuminate documents and keyboard; avoid light shining directly into your eyes.
- Fatigue after long sitting by computer can be reduced by changing the position of your body, i.e. change of the sitting positions: reclined/upright/declined sitting; the muscles relax; the blood circulation improves and the pressure between spinal discs decreases.
- While working long hours at a computer, eye fatigue, physical problems or other unpleasant consequences can be reduced if you interrupt the work, e.g. **5-10 minutes long breaks every 2 hours**, during which you will not stay in your workstation (walk about the workplace, perform other light work, etc.).
- The breaks may include relaxing exercises for most strenuous parts of the body (neck spine, arms, and thoracic spine).

## 2. Home Office Work Conditions

Criteria	Requirements
Floor area and space per one employee	<ul style="list-style-type: none"> <li>• At least 2 m<sup>2</sup> of free area;</li> <li>• At least 5 m<sup>2</sup> including furniture &amp; equipment;</li> <li>• At least 15 m<sup>3</sup> with the ceiling height of 3 m;</li> <li>• Minimal ceiling height 2.5 m in the area smaller than 100 m<sup>2</sup>;</li> <li>• Possibility to see to neighbouring premises;</li> </ul>
Workplace without any day light and with artificial light per one employee	<ul style="list-style-type: none"> <li>• Minimal area of 5 m<sup>2</sup>;</li> <li>• Minimal ceiling height is 3 m in the area over 100 m<sup>2</sup>;</li> <li>• Minimal ceiling height is 3.5 m in the area smaller than 200 m<sup>2</sup>;</li> </ul>
Floor and power lines	<ul style="list-style-type: none"> <li>• Non-sliding, flat with sufficient load-bearing capacity of manhole covers, enabling smooth movement of equipment, anti-static, easy to clean;</li> <li>• Double floor space for power lines if there are several workplaces;</li> <li>• Insulation of the floor to prevent vibration transmission within the building;</li> </ul>
Controlled ventilation and air suction	<ul style="list-style-type: none"> <li>• 20–40 m<sup>3</sup> of fresh air delivered per hour;</li> <li>• Heating of the air in winter season;</li> <li>• Regular inspection of air filtration and replacement of filters;</li> <li>• Inspection of circulating air in heating units;</li> </ul>
Air temperature and humidity	<ul style="list-style-type: none"> <li>• Optimal temperature 23°C during summer period;</li> <li>• Optimal temperature 20–24°C during winter period;</li> <li>• Maximum temperature 28°C;</li> <li>• Relative air humidity* 40–60 %;</li> </ul>
Overall lighting	<ul style="list-style-type: none"> <li>• Illumination* at least 300–500 lx;</li> <li>• Artificial light with shields or milk-tanned cover protecting eyes against direct light;</li> <li>• Light is not reflected off any areas (desk, mirror, screen);</li> </ul>
Acoustic conditions**	<ul style="list-style-type: none"> <li>• Maximum 65 dB(A) for common activities;</li> <li>• Maximum 55 dB(A) for psychically demanding activities;</li> </ul>
First Aid Kit Content	<ul style="list-style-type: none"> <li>• The content of First Aid Kit is in compliance with the approved list specified by MU (Annex No. 3);</li> </ul>
Workplace layout and arrangement	<ul style="list-style-type: none"> <li>• Placed in a separate room, or in such place ensuring suitable conditions for work;</li> <li>• Must meet physical proportions of the user;</li> <li>• Space for legs – height at least 60 cm, width 50 cm, depth 50 cm;</li> <li>• Eye distance from the screen 45–70 cm depending on the size of signs and letters;</li> <li>• Height of horizontal eye level of 74–80 cm above the seat (upright sitting position) – corresponding to the top line in the screen;</li> <li>• Desk and screen are placed in such place so as no light sources (lights, lamps, window, etc.) are in visual field of the eye;</li> </ul>

Desk and other furniture	<ul style="list-style-type: none"> <li>• Height of the desktop above the floor: men 68 cm, women 65 cm; changeable 62–82 cm;</li> <li>• Sufficiently large desk top area, matte surface, easy to clean, rounded edges;</li> <li>• Elbow height of the desk for common work (administrative) is for standing or sitting individual;</li> <li>• Desktop is large enough or fitted with storage spaces for tools or materials – they are not placed in the direct workspace of the employee;</li> <li>• Office chair allowing sitting in optimal position, including arm rests;</li> <li>• Office chair must be easy to move even if it is loaded;</li> <li>• Office chair is stable, free from any damage, and with suitable back rest;</li> <li>• While sitting the arms are elbow bent 90-110 degrees and hands are freely placed on the desktop;</li> <li>• While sitting the legs are on the floor, legs are knee bent 90-110 degrees;</li> <li>• Footrest;</li> </ul>
Screen, keyboard and PC mouse	<ul style="list-style-type: none"> <li>• Height adjustable monitor with a tilting and rotating possibility;</li> <li>• Independent keyboard and PC mouse;</li> <li>• Sufficient contrast of letters on the keyboard;</li> <li>• The size of PC mouse must fit the hand of the user;</li> <li>• In case of long-time work with a laptop (more than 4 hours per shift) an external keyboard, mouse and screen must be used;</li> </ul>
Documents	<ul style="list-style-type: none"> <li>• Sufficient contrast between the background and characters</li> </ul>
Devices and technical equipment	<ul style="list-style-type: none"> <li>• Guidelines set by the producer must be followed, as well as the work procedures stipulated by the Employer or according to particular local operation safety regulation;</li> <li>• Devices and technical equipment must be checked prior as well as during their use, and after they are used, they must be cleaned, operating liquids must be refilled, or if needed, the power must be cut off;</li> </ul>
Work regime	<ul style="list-style-type: none"> <li>• Working hours do not exceed 8 hours of work, including 30-minute break for meals and rest;</li> <li>• Short break (micro-break) aiming to reduce psychical or sensory load, or muscle strain – number of breaks is up to every employee (usually every 2 hours of work) lasting a few minutes (5-10 minutes);</li> </ul>

\* Measuring instruments are ready to be borrowed from Technical Operations Department RMU, Ing. Iva Halamková, ext. 7377, [halamkova@rect.muni.cz](mailto:halamkova@rect.muni.cz)

\*\* You can use Sound Meter app to do some measuring on your own

## Annex No. 3 First Aid Kit Content

### FIRST AID KIT CONTENT administrative workplace

ITEM	AMOUNT
<b>Medicine</b>	
Septonex (or another suitable antiseptic spray)	1 pc
<b>Bandages</b>	
Sterile Gauze 7.5 x 7.5 cm	3 pcs
Adhesive Tape Roll 2.5 cm x 2 m	1 pc
Padded Adhesive Tape	0.5 m
Elastic bandage 10 cm x 5 m	1 pc
Sterile Elastic Hydrophilic Bandage 6 cm x 5 m (2 pcs), 10 cm x 5 m (1 pc)	3 pcs
Bandage ready to use No. 3	2 pcs
Rubber Elastic Band 6 x 125 cm	
Triangular Bandage	2 pcs
Isothermal Foil	1 pc
<b>Medical Equipment</b>	
Scissors	1 pc
Anatomic Tweezer	1 pc
Safety Pins	2 pcs
Rubber Disposable Gloves (latex)	3 pairs
<b>Other equipment</b>	
First Aid Instruction Guide	
Accident Record Sheet, pen	

### OBJECTS OR MEDICAMENTS NOT LISTED ABOVE MUST NOT BE KEPT IN THE FIRST AID KIT!

<b>Emergency Ambulance</b>	(0) 155		
<b>Accidents &amp; Emergency – adults,</b> Hospital - Úrazová nemocnice v Brně, Ponávka 6	(0) 545 538 538	Mon – Fri	5 pm – 7 am
<b>Accidents &amp; Emergency – dentist,</b> Hospital - Úrazová nemocnice v Brně, Ponávka 6	(0) 545 538 421	Sat	24/7
<b>Accidents &amp; Emergency for Children (Brno)</b> Černopolní 9	(0) 532 234 935	Sun	24/7
		Bank holiday	24/7
<b>Doctor's Office – MUDr. Zora Hlinomazová,</b> Occupational Medical Services Žerotínovo nám. 9, Brno	(0) 549 49 1190		