

## Assessment of remote work conditions and the work environment

This form is intended for assessing the occupational health and safety of remote work.

**Remote work refers to** work carried out at home or at a similar remote workstation, the content and implementation of which the employee and employer agree on together. Work that is generally performed in an office environment on the employer's premises is instead done elsewhere: at home, at a summer cottage, in a hotel, outdoors, in a café, or at a remote workstation appointed by the employer.

**The assessment of occupational health and safety risks** is about the systematic identification of work-related hazards and determining the magnitude of the risks they pose. The goal of the risk assessment is to discover effective measures to improve occupational safety, prevent injuries and minimize the costs caused by injuries.

Although making the assessment is the employer's responsibility, involving everyone in identifying the hazards of their own work environment is very important. The expertise of occupational safety and health professionals can be utilized if necessary. A well-executed risk assessment leads to safe and healthy work and work environment, as well as to a functioning, equal and fair work community. This enables productive work that supports everyone's well-being.

## Assessment of remote work conditions and the work environment

	OK	Requires development	Note, proposal for action
<b>Workspace and work environment</b>			
Suitability of the workspace for the work in question, adequate space, disturbance-free environment			
Safety of the work environment, risks of injury			
Ergonomics: working position, office furniture and their adjustments, work equipment and tools, visual ergonomics			
Work environment factors: lighting, temperature conditions, indoor air, noise			
<b>Interaction and cooperation</b>			
Functional cooperation and communication practices: managerial work, opportunity to participate in the activities of the work community, flow of information, communication with occupational health and safety personnel, disturbances, conflicts and inappropriate behavior			
Other issues			
<b>Information technology and software</b>			
Proper work equipment and tools			
Functional and appropriate software and connections			
Computer skills			
Technical support in problem situations			
Other issues			
<b>Orientation</b>			
Remote work agreement			
Principles, rules and insurances related to remote work			
Acting in problem and emergency situations			
Other issues			
<b>Working hours</b>			
Reporting and monitoring working hours			
Daily and weekly actual working hours			
Chance to influence working hours			
Using flexible working hours			
Fitting work and free time together			
Adequate recovery time			
Work strain			
Other issues			