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### Quality, Health, Safety, Environmental & Energy Manual:

Document No:SM-27-1      Pandemic - Display Screen Equipment (DSE)

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#### The Ergonomics of Homeworking during a Pandemic

##### Introduction

During a pandemic many organisations throughout the world may ask their team members to work from home in order to reduce the risk of infection and for their business to continue as normal as possible.

For some TMHUK team members, working from home is part of their normal activity, however, for others it is not and therefore TMHUK has provided the following guidance to help team members adapt to this temporary situation when it may arise.

It is important to remember that whilst working at home, as when working in the office, physical and mental wellbeing is very important to help ensure team members remain fit and healthy.

##### Self-assessment

Every team member working at home should make an assessment of their workstation. Display Screen Equipment (DSE) self-assessments are suitable at this time without any need for face to face support. For any additional support or assistance please speak with your leader.

A self-assessment checklist or questionnaire is an effective way to assess risks and can be completed by team members in their new working environments. The questions should confirm whether the layout of the workstation is suitable for the worker's mental and physical health and identify any additional needs. When emergency restrictions are implemented it is acceptable for team members to modify their home workstations with equipment they may have in the house in order to aid their health, safety and wellbeing.

Team members who are now unexpectedly having to work from home may not be able to eliminate the risks completely. Although this is a temporary measure TMHUK and team members must do what is realistic and practical.

##### How to create a temporary workstation if you don't have the necessary equipment?

Should team members not have access to specific equipment, they should try modifying their workstation using household equipment by:

- Using items such as books or boxes to raise a laptop to eye level
- Using items such as a box as a leg/foot support
- Using a kitchen worktop to create a standing workstation
- Using a flat surface such as a dinner tray or other flat surface to sit a laptop, if there is no access to a table
- Clearing a workspace to ensure there is enough space around you to enable you to work effectively

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COVID-19 Display Screen Equipment (DSE)

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### How to help ensure that you do not put yourself at risk of a Musculoskeletal Disorder (MSD)?

Create a routine that suits your workload such as:

- Doing work in short bites
- Taking regular breaks
- Alternating the type of work, you are doing – Screen work, phone calls, reading
- Regularly carry out some stretching exercises
- Avoid eye fatigue by blinking from time to time and moving your eyes away from your monitor
- Changing positions – avoiding static postures

If you are able to carry out these simple tasks they will benefit you physically and mentally.

### Additional points

Remember to keep your device charged up and save any information to the server on a frequent basis, as a minimum at the end of each working day.

If you have any questions about this policy, please contact [QSEAdmin@uk.toyota-industries.eu](mailto:QSEAdmin@uk.toyota-industries.eu)