GOOD WORK ENVIRONMENT AND WORKING FROM HOME

Due to the current situation in Denmark, we all have to work from home. This may be a challenge if you also have to look after/homeschool your children. For people who do not have a family or who live alone, working from home can be lonely.

Below you will find some good advice on how to ensure the best possible conditions for creating a good working day at home. The advice has been compiled in collaboration with Arbejdsmiljøcentret.

ESTABLISH ROUTINES AND STRUCTURE.

Establish some good routines and create a structure that can help you through the different phases of the day: work, breaks, leisure time, etc. This is essential so you can focus when you need to focus, and so you take the breaks you need. Consider beginning your day by asking yourself the following questions, and then plan your day: What are my tasks today? When should or can I do them? How can I create the best conditions for me to succeed?

REMEMBER TO STAY IN TOUCH WITH COLLEAGUES.

It is important to stay in regular contact with your colleagues. You can ‘meet and have coffee’ with your colleagues via, for example, Skype or over the phone. It is a good idea to set up regular online meetings with your manager and your colleagues where you agree on tasks, deadlines and priorities. Remember that, when working from home, you may all be working under different conditions, and remember your international colleagues or colleagues who are still abroad.

PREVENT DISTURBANCES

If you are at home with your children and family, it is a good idea to discuss who needs to work, how and when. It is also a good idea to plan when your children will do activities and homework during the day/week. Accept that you will probably have to split your workday into blocks and that you will have a longer working day.

ORGANISE YOUR WORKSPACE AS BEST YOU CAN
It is a good idea to organise your workspace based on the tips below. And remember to vary your working position. You should also remember to let some fresh air into the room you are working in.

- When working at your computer, make sure your forearms are supported by your desk so as not to tense up your shoulders or let your upper body fall forward.
- Make sure you have enough space around your screen, keyboard and mouse for you to be able to move your equipment around and vary your working position.
- Your chair should allow you to place your feet flatly on the floor and thereby avoid the discomfort of constant pressure on your upper legs.
- You can rest your feet on a footstool or some other moveable object. This will allow you to adjust the height you sit at and make you more comfortable at your desk.
- Use an external keyboard and mouse so you can maintain a distance of 50-70 cm between your laptop screen and your eyes. Place the screen so that you look down at it, and keep it at a slight angle pointed away from you.

You can also check out the website of the Danish Working Environment Authority for more advice on working from home. Read more [here](#).

---

**ACTIVE BREAKS**

Remember to take breaks from your screen and, for example, do some stretches. See the images below for inspiration or check out this link with exercises you can do in the office

**Exercises for your hands, arms and shoulders:**

![Exercises for hands, arms and shoulders](image-url)
Exercises for your upper body and neck:

---

**IN THE EVENT OF A WORK-RELATED INJURY**

If you are injured in your home while you are performing your tasks, your injury may be considered a work-related injury. You must be able to substantiate that your injury is a consequence of the task you were performing and not a consequence of how you have organised your home workspace. If you believe you have suffered a work-related injury while you were working at home, you should always contact your manager or your occupational health and safety representative, who will help you report your work-related injury.

Whether your injury is a work-related injury will always be based on a specific assessment. If your injury is related to a specific incident, it is a good idea to take photos of your home surroundings to document the incident.

Read more about reporting [work-related injuries](#).

---

**ABOUT THE NEWSLETTER**

‘News about work environment’ is a newsletter with information and news about work environment for AU staff.

Click the link to subscribe to the [newsletter](#).

---

**DO YOU WANT TO KNOW MORE ABOUT WORK ENVIRONMENT?**
If you want to know more about the work environment and keep up-to-date on the latest knowledge, as well as being inspired in relation to the work in the occupational health and safety groups and committees, you can subscribe to free newsletters by clicking the links below:

- **Branche Fællesskab Arbejdsmiljø – Velfærd og offentlig administration (professional association for work environment) (in Danish)**
- **The Danish Working Environment Authority’s newsletter (in Danish)**
- **Videnscenter for arbejdsmiljø (the Danish work environment knowledge centre) - Newsletters (in Danish)**
- **Arbejdsmiljørådet (the Danish work environment council) - News (in Danish)**

**CONTACT US**

If you have comments or suggestions for the next newsletter, please send an email to arbejdsmiljo@au.dk.

If your colleagues wish to subscribe to the newsletter, they can sign up on the website.

Kind regards,

AU HR, Development and Work Environment, Team Organisation and Work Environment