

Guide to dialogue between manager and employee in connection with set-up and working environment for home workstation

Please note that there are special requirements for the employer's obligations if the employee works from home for [more than two days a week](#).

Questions about the home workstation

1. Are you generally satisfied with the way you sit when working from home?
2. Do you have room to vary your working positions at the desk you work from?
3. Do you sit and work where you also have a view of the "surroundings"?
4. Are you aware that you need to focus more on movement, breaks, and variation when working from home?
5. Are you aware that [DTU Inside/Home Workstation](#) contains videos that can guide you to set up a workstation that generally meets the [Danish Working Environment Authority's requirements for screen work](#)?
6. Do you know who your [university unit's ergonomics ambassador\(s\)](#) are?
7. Are you aware that you also have a co-responsibility for ensuring that your home workstation fully meets safety and health requirements in relation to work-related accidents and occupational disorders?

Work-related accidents in the home

8. Have you talked to your own insurance company to ensure that you are covered if a work-related accident occurs in your home that cannot be defined as an actual accident at work?

Read more about home workstations at [DTU Working Environment Inside](#).

At [DTU Working Environment Inside \(HR\)](#), you can also find [a guideline](#) to a dialogue between manager and employee on flexible work organisation.