

INFORMATION ON THE PRINCIPLES OF SAFE AND HYGIENIC PERFORMANCE OF REMOTE WORK

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1. Occupational health and safety instructions for remote work

1. GOALS

The purpose of the Instruction is to define the rules of occupational health and safety and ergonomics that an employee should comply with when performing remote work, performed at a screen monitor in accordance with the conditions set out in the Regulation of the Minister of Labour and Social Policy of December 1, 1998 on occupational health and safety at work stations equipped with screen monitors (Journal of Laws 1998 No. 148 item 973).

2. SUBJECT AND SCOPE

2.1. Subject:

The subject of the manual are the rules of ergonomics and safety at work when working remotely with a screen monitor.

2.2. Scope:

The provisions of this manual apply to the performance of remote work by employees at the place of remote work involving work at a screen monitor using electronic devices.

3. PRINCIPLES OF SAFE REMOTE WORK

3.1. General remarks:

An employee who has general and workplace health and safety training, a current medical certificate of no contraindications to work at a given workplace, and has been familiarized with the occupational risk assessment at the workplace may start working on the screen monitor.

3.2. Before you start working remotely, you should:

- 1) determine the place of work, the remote work station should be well lit, with enough space to set up electronic devices and auxiliary materials used during work and a place to perform other activities related to remote work,
- 2) adjust the height of the seat to individual needs, so as to ensure an ergonomic body position, which should prevent excessive exposure to overloading the musculoskeletal system during work. Particular attention should be paid to the correct: support of the spine, positioning of the legs and support of the arms and hands during work,
- 3) visually check the technical condition of the power cables and the electrical socket to which the electronic equipment will be connected. The electrical socket should not be loose, and the housing should be undamaged, the cables should not be cracked, the plugs should be undamaged. The socket should be located at such a distance that the connected electric wires are not tense and do not lie in the passageway, thus posing a risk of tripping over them when moving,
- 4) if necessary - ventilate the remote work room and ensure adequate lighting, including properly positioning the screen monitor in relation to the light source to avoid reflection or glare,
- 5) prepare the necessary documents and application programs for work, if they are needed,
- 6) prepare the device for operation in accordance with the operating manual.

3.3. When performing remote work, you should organize your work in a varied way, if possible, by changing the tasks performed and body positions. Remember to take a five-minute break after every hour you work in front of a screen.

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3.4. After finishing remote work, turn off the device and equipment powered by electricity and secure the devices against access by unauthorized persons.

4. RULES OF SAFE REMOTE WORK

4.1 Use the equipment as intended and follow the operating manuals for each device.

4.2 Ensure that the desk and chair are set up in accordance with the principles of ergonomics.

4.3 Use corrective glasses or lenses when working at a screen monitor, as recommended by a doctor, if the results of ophthalmological examinations carried out as part of preventive health care show the need for their use.

4.4 Ensure passageways are unobstructed - cables, carpets and floor coverings should not protrude so as not to interfere with moving around the remote work site.

4.5 Be careful when using electrical devices, in the event of irregularities or failures of the device - disconnect it from the power source and ensure that the irregularities, failures will be removed.

4.6 Ensure proper lighting of the remote workplace.

4.7 Separate dining areas from remote working areas and be careful when consuming hot drinks.

5. PRINCIPLES OF CONDUCT IN EMERGENCY SITUATIONS PRESENTING A THREAT TO EMPLOYEE'S LIFE OR HEALTH

5.1 In the event of a failure of an electronic device or doubts as to the state of occupational safety, the employee must stop working and contact his supervisor.

5.2 Any accident at work that occurs during remote work at the place of residence should be immediately reported by the injured employee or a member of his family to the employee's immediate supervisor.

5.3 In the event of noticing a fire, try to extinguish it, and then alert the surroundings, the fire department and superiors, and in the event of an evacuation, follow the instructions of the person conducting the rescue operation.

It is forbidden at the workplace:

1. Work on faulty or incomplete devices.
2. Work on devices without safety guards.
3. Cleaning devices without disconnecting from the mains.
4. Eating meals while working remotely at the device's workplace.
5. Smoking and drinking alcohol.
6. Carrying out independent repairs of devices, especially electrical ones, cables and installations.
7. Limiting free access to the workplace.
8. Third party operation of electronic devices.

2. Fire explosion at home or apartment: how to behave?

General information

The fire causes a wave of panic, so the first step should be an attempt to master emotions and assess the situation. And we have only a few seconds for this. Does the fire threaten our life? Will we be able to extinguish it yourself? The latter option is a big risk, which is worth taking only when the source of fire is small. If the fire is spreading quickly, we should leave the building immediately, helping other household members.

Alarming fire brigade

When alarming the fire brigade by phone at **112**, indicate:

- Location of the place of fire - exact address (storey, object name);
- Fire type - what is burning?;
- Information about the threat to human life or health;
- your personal data.



It is not worth wasting time to save personal belongings, because the fire can cut off the escape path. The exception is a situation when there are more people in the room and the fire can be mastered yourself.

Note: Electrical devices should never be poured with water! Fire extinguish with a fire extinguisher that is worth having in the apartment.

Under no circumstances open the windows - gusts of wind can make the fire spread even faster.

Important: do not lock the door and, if possible, cut off the power supply.

If there is a lot of smoke in the room, let's move on the floor "on all fours", protecting the airways with a piece of moist material or a handkerchief. This is a recommended method of moving in the room where the fire broke out.

Immediately afterwards, inform all people in the area (or in the building) about the danger. If the fire is small and we have appropriate resources, you can proceed with the fire to extinguish, for example with a fire extinguisher.

If the fire reached a man, immediately help him: put him on the ground and cover him with a blanket or clothes, and then call an ambulance. If your clothes have come on, do not run away, but lie down on the floor and turn to extinguish the fire.

During the evacuation and fire brigade actions, follow the instructions. You must not stop and delay the actions of the rescuers.

How to avoid a fire in a house or apartment?

The risk of a fire can be minimized. All we have to do is perform periodic chimney and heating devices. It is worth installing carbon monoxide sensors at home and stock up with a small fire extinguisher.



3. Procedure of First Aid

General information

The life of the victim and ours in the event of an accident often depends on the rescue attitude and knowledge of first aid. Everyone is obliged to save the victim. Persons providing first aid should not be afraid of criminal liability for improper first aid. Only the person who did not provide first aid corresponds to law, and could do so without exposing themselves and other people saving the injured party.

While working from the place of residence, we are alone, so it is worth systematically refreshing your knowledge about providing first aid not only to others, but also to yourself.

First aid priorities:

- evaluate the situation quickly and calmly;
- protect yourself and all people injured from danger - never risk your own life and health;
- as far as possible, avoid cross-contamination between yourself and the victim;
- assess the injured person - if possible, assess the injury or illness;
- provide first aid and take care of victims in the most serious (life-threatening) condition first;
- call for appropriate help - call the emergency number 112.



Swoon

Most often it means a short-term loss of consciousness, usually a few seconds or a few minutes. Consciousness is most commonly restored within two minutes. Symptoms: pale skin, sweating, dizziness, blurred vision, ringing in the ears, eventually loss of consciousness.

Help: lie on your back, ensure air access, lift your limbs (lower and upper) up, loosen your clothes.



Heart attack

Heart Attack / Acute Coronary Syndrome - a group of conditions characterized by changes in the coronary circulation, which result is a significant reduction or cessation of coronary artery flow. Symptoms include:

- chest pain with the characteristics of pressing, squeezing or tearing;
- the pain may radiate to the left hand, jaw and between the shoulder blades;
- numbness of the left hand, jaw and tongue;
- rapid breathing;
- exercise intolerance, pain worsens after walking for a few meters;
- restlessness;
- injured person usually takes a seated position;
- the skin is pale, cold and sweaty.



What to do when you are alone?

It's very important to know what to do during a heart attack when you are alone. First of all, stay calm and call the ambulance. It is important not to delay doing this until your condition worsens. Then it is recommended to remain calm and limit your movements - sit down and wait for the ambulance to arrive. You need to deliver the maximum amount of oxygen to the body, which is why calm, deep breaths are recommended. Open the window, loosen your clothes, take your tie off. People who have had heart disease in the past usually have medicines prescribed by a doctor in the first aid kit - usually glycerin. It can be taken. In the absence of it, swallowing 1 tablet (300 mg) of aspirin will not hurt. Acetylsalicylic acid (aspirin) thins the blood. Remember to leave the door to your apartment open. Ask your neighbor for help if possible.

Stroke

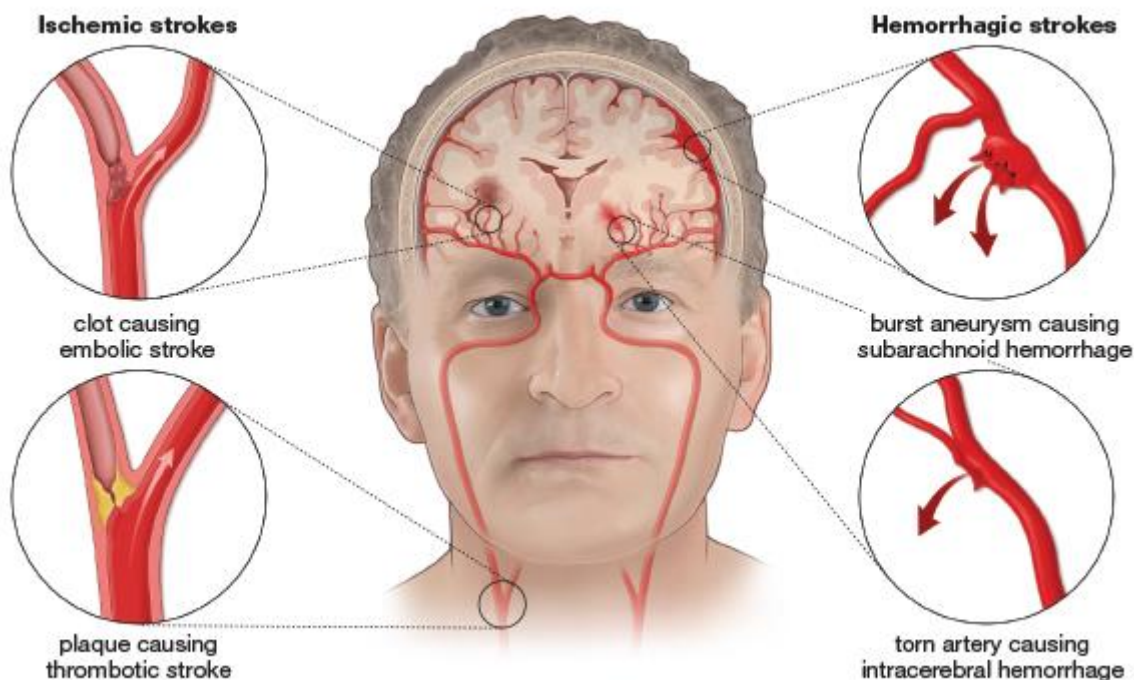
The abbreviation **FAST** has been coined for the purpose of quickly recognizing the symptoms of a stroke.

- F (Face) – facial muscle weakness; the injured person does not smile evenly, the corner of the eye or mouth may droop
- A (Arm) – arm muscle weakness; the victim can only raise one arm
- S (Speech) – speech disorders; the victim speaks slurredly or does not understand what is being said to him
- T (Time) – it's time to call the emergency number 112.

5 Signs of Stroke



Not all of the above-mentioned symptoms need to be present to decide to call an ambulance.



What to do when you are alone?

Stroke self-help can be difficult due to cognitive and motor impairments. Calling for help is crucial in this case, as there is no activity that can somehow reduce the stroke. You can only lie down on the side opposite to the one affected by paresis. This activity will reduce blood spillage in the event of a haemorrhagic stroke to some extent, and since it is impossible to distinguish what type of stroke we are dealing with without tests, it is considered a universal position.

Thermal burns

When providing first aid for burns, there are certain rules to follow: Regardless of the degree of burn, remove or cut off any clothing covering the burned area. If your hand is burned, remove all tight objects from it before swelling occurs. Put the burnt part of the body under running cold water for at least 10 - 15 minutes. This relieves pain and prevents swelling (reduces the depth of damage to the skin). If blisters occur, a special dressing should be applied to the burnt area.

- I degree** – superficial burns, characterized by reddening of the skin and a burning, severe pain.
- II degree** – there is pain, reddening of the skin, swelling may occur, blisters filled with a clear fluid - so-called serous. Damage often extends to the dermis.
- III degree** – there is necrosis of the skin and deeper tissues with symptoms similar to grade I and II, but the pain reaction may occur due to damage to nerve endings.

TYPES OF BURNS



FIRST-DEGREE Superficial

Cause damage to the first layer of the skin only. Area will be red and painful. E.g. sunburn.



SECOND-DEGREE Partial thickness

Cause damage to the first and second layer of the skin. Area will be red, peeling, blistered and swelling with clear or yellow-coloured fluid.



THIRD-DEGREE Full thickness

Cause damage to the first and second layers, plus underlying tissue. Burn site appears black or charred with white exposed fatty tissue. Nerves are destroyed and pain will not be as strong.

I - erythema, redness

II - blistering

III – necrosis, carbonization of tissue

Remember:

- do not use cotton wool to dress burnt areas;
- try not to touch the burnt areas - they are easily infected;
- the burnt surface must not be lubricated with ointments, fat, protein, gentian or other spirit solutions;
- 2nd and 3rd degree burns require medical consultation because they not only damage the skin

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but also cause loss of body fluids.

Dressing wounds

First aiders should take care of their own safety, because any wound can be a source of infection. First of all, use gloves (e.g. nitrile). The wound must not be covered with powders and smeared with ointments, as this makes healing difficult. The transfer of dirt from the skin surface to the wound can cause infection. Sterile gauze should be applied to the wound, which should not be touched with your hands on the surface, but only grab its edges and wrap it with a bandage.

Haemorrhages

Haemorrhages - first aid:

- we proceed immediately to stop the haemorrhages. The action should be fast, but at the same time calm - without panic;
- external haemorrhage can be stopped as follows:
 - wear gloves;
 - apply direct pressure to the wound - this stops the flow of blood and allows the formation of a clot;
 - lift up the bleeding part of the body, if it is a limb; this lowers the pressure of the blood flowing out of the wound;
- when stopping the haemorrhage, you should give up the tourniquet in favour of a compression dressing, which not only stops the bleeding, but also protects the wound against infection;
- if the haemorrhage does not stop after applying the compression dressing, add another layer of the dressing without removing the previous one;
- compression dressing consists in putting sterile gauze folded several times on the wound, and then putting a rolled up bandage. The whole thing is wrapped with another bandage;
- in case of haemorrhage, it is necessary to call an ambulance;
- while waiting for the ambulance, the victim should be covered.

Nosebleeds - first aid

- press the nostrils with your fingers for about 15 minutes;
- tilt your head forward so that you don't swallow blood;
- apply a cold pack to the bridge of the nose;
- breathe mouth;
- do not blow your nose;
- if bleeding persists, go to hospital.

Fractures

A bone fracture is a break in its continuity after an injury that exceeds the elasticity limit of the bone tissue. Open Bone Fracture - Occurs when there will be a skin wound close to the fracture site that

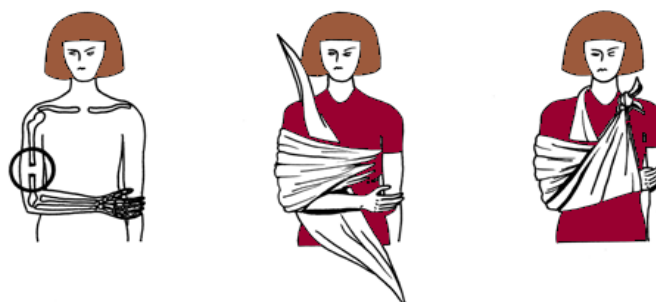
forms an open connection between the bone fracture site and the wound on the skin surface. Closed Bone Fracture – An undamaged body surface in the fracture area.

Fractures - first aid

- if there is an open fracture, put a sterile dressing, so-called sternum, without changing the position of the displaced bones relative to the shards, lightly bandage;
- in case of a closed fracture, do not take off the clothing from the fracture site, cut it open;
- it is not allowed to set the displacement on your own;
- stabilize the adjacent joints containing the damaged bone;
- the position taken by the injured person after the injury is usually the least painful position for him, do not force him to change his position;
- protect the victim from further possible injuries and heat loss;
- call 112.

Forearm bone fracture

- put your hand and forearm in a sling;
- immobilize the elbow joint and the hand together with the wrist (forearm bone fracture);
- immobilize the hand and forearm (hand fracture).



Lower limb fracture

- if the limb is not anatomically positioned, grab the two adjacent joints of the broken bone with your hands, this is to immobilize the damaged leg;
- in the case of a fracture of the lower limb, you can stiffen it using the "leg-to-leg" method, if the waiting time for the ambulance is long.



CPR

Sustaining circulation

If the heart stops beating, blood cannot circulate in the body. As a result, the vital organs - and most importantly the brain - will be deprived of oxygen. Brain cells cannot survive more than 3-4 minutes without oxygen. Circulation can be maintained to some extent by cardiac massage. Mechanical chest compressions help to circulate blood around the body. Pressing vertically down on the centre of the chest increases the pressure inside it, pushing blood out of the heart into the tissues. When the pressure on the chest is relieved, it rises back up, and blood is sucked into the heart, then pushed out again with the next compression.

Compress the chest:

- place the victim on his back on a firm surface,
- place the wrist of one hand in the middle of the chest,
- place the wrist of your other hand on the back of the first and interlock your fingers,

- press the sternum rhythmically towards the back,
- Compression rate should be between 100 and 120 per minute,



- Keeping your arms straight at the elbows, position your arms so they are directly above the victim's chest.
- Compress the sternum to a depth of 5-6 cm. Then release the pressure completely but without lifting your hands from your chest. Perform 30 chest compressions.
- Do two breaths. If the first rescue breath did not make the chest rise then before the next attempt:
 - check the oral cavity and remove all visible obstructions,
 - correct the head tilt and the chin lift.



DEFIBRILLATION – PROCEDURE

- Stick the first electrode. One of the electrodes should be placed below the left armpit.
- Stick the second electrode. The second electrode should be placed along the sternum below the right collarbone.
- Follow the AED's voice prompts.
- If the AED recommends CPR, immediately start chest compressions and rescue breaths.
- Move aside. Do not touch the casualty during rhythm analysis. Make sure no one is touching the victim while the AED is analysing the heart rhythm.
- Do the discharge. If a shock is indicated, ensure that no one is touching the casualty and press the appropriate shock button.



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4. Procedure – accident at work

General information

An employee who has had an accident, if his health allows it, **is obliged to immediately notify his supervisor of the accident.**

Accident at work

An accident at work is considered to be a sudden event caused by an external cause causing injury or death, which occurred in connection with work:

- during or in connection with the performance of the employee's usual activities or instructions from superiors,
- during or in connection with the employee performing activities for the employer, even without instructions,
- while the employee is at the employer's disposal on the way between the employer's registered office and the place of performing the obligation resulting from the employment relationship.

Accident equated to an accident at work

In terms of entitlement to benefits, an accident at work is treated on an equal footing with an accident at work in the following circumstances:

- during a business trip, unless the accident was caused by the employee's conduct that is not related to the performance of the tasks entrusted to him,
- during the general self-defence training,
- while performing tasks commissioned by the trade unions operating at the employer.

Examples of accidents at work occurring while working remotely:

When moving to connect your phone, which is the source of the Internet, to the charger. An employee fell down the stairs and broke his arm.

While getting up from his desk to close the window, the Employee hit his toe on a nearby piece of furniture and broke his finger.

While preparing tea, an employee cut himself while cutting a lemon (the wound required stitches).

The above events, as well as many others, were caused by excessive haste, so it is worth keeping an appropriate pace of work.

5. Workplace ergonomics

Working on a computer/laptop

Although working at a computer/laptop does not involve lifting, carrying, pushing or pulling loads, it also causes musculoskeletal problems for those who perform it. In the case of dynamic effort, which occurs, for example, during manual lifting and carrying of weights, muscle fibers are stretched alternately

and shrinking (tensioning and relaxing). Thanks to this, the muscles are well supplied with blood - they receive sufficient oxygen and nutrients, and toxic metabolic products can be removed from them. For this reason, work in which dynamic effort prevails, of course, while observing the standards and principles of safe lifting, can last for a relatively long time without causing injuries or fatigue. The opposite is true in the case of static exertion, which is dominant, for example, when working at a computer. During static exercise, muscles contract and are kept in a state of prolonged tension. This causes pressure on the blood vessels and peripheral nerves. For this reason, the blood supply to the tense muscles is reduced, as well as their oxygenation and nutrition. Accumulating in the muscles, toxic metabolic products are not removed. This is an unnatural phenomenon, contrary to human physiology, which causes the occurrence of faster muscle fatigue.

Working at a computer causes, among others:

- Static load of the muscles stabilizing the spine in the sitting position,
- Static strain on the muscles of the shoulders and hands operating the keyboard,
- Static strain on the neck muscles supporting the head while observing the monitor, documents and keyboard,
- Rotation of the pelvis backwards, the lumbar spine forwards, and thus shallowing the lumbar lordosis, increasing the pressure and distortion of the intervertebral discs located in it.



Musculoskeletal complaints

The ailments of the musculoskeletal system resulting from working at the computer take the form of pain, mainly localized in the area:

- neck, nape,
- shoulders,
- lumbar section of the spine,
- hands.

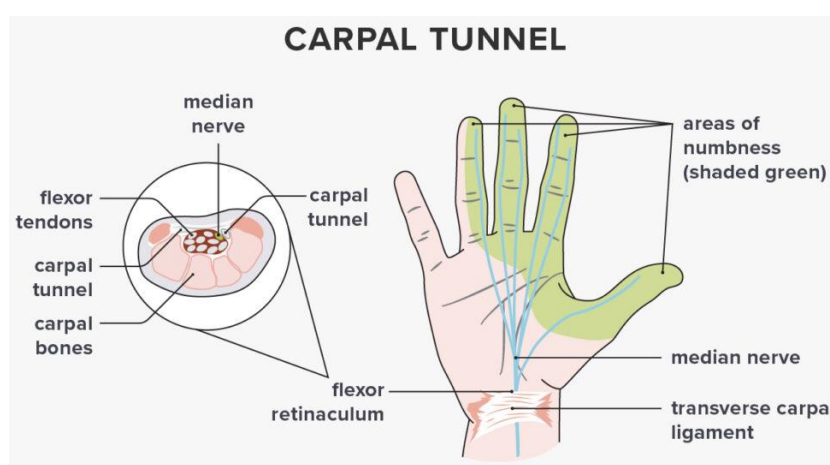
If work is repeatedly continued despite the occurrence of pain signals, over time it can lead to inflammatory or degenerative changes, such as:

- muscle aches and stiffness (myalgias),
- joint inflammation,
- tenosynovitis,
- spinal joint degeneration.

In addition to the static load on the muscles and the sitting position of the body, the occurrence of musculoskeletal disorders in the operators of display screens is compounded by several additional causes. These are: non-ergonomic workstation, age, gender, family situation and illnesses. While working at the computer, there is also a strain on the eye and mental strain resulting from the content, method and organization of work.

Carpal tunnel syndrome

The median nerve runs along the inside of the hand in the wrist area. It is placed quite tightly in a canal formed by the three bones of the wrist and the ligament. The particular position of the nerve makes it easily irritated.



You can suspect carpal tunnel syndrome if pain and numbness in the fingers (thumb, index, middle and part of the ring finger) wakes you up from sleep. Then the ailments occur many times during the night, and the pain radiates to the forearm and even the shoulder. In the next stage, numbness and pain also occur during the day, especially during exercise (e.g. when driving a car or riding a bicycle). This is accompanied by a deterioration of manual dexterity in activities that require precision, such as sewing, peeling vegetables, and applying makeup. In the third stage of carpal tunnel syndrome, the earlier symptoms intensify and muscle wasting occurs. However, for some, the condition may seem to go away, as the painful numbness in the fingers at night sometimes becomes less of a nuisance. Meanwhile, this is a signal of deepening degenerative changes in the median nerve.

Eye strain

Working at a computer for long periods of time can put a lot of strain on your eyes, causing them to become irritated and tired.

Fatigue symptoms:

- visual - blurring of the image or read text,

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- eye - burning, tiredness and redness of the eyes,
- systemic - headaches and dizziness stomach disturbances, muscle spasms,
- functional - photophobia, impossibility of reading for a long time.

During eight hours of staring at details on a screen, our eyes make about 30,000 movements..

Particular attention should be paid to the care of your eyesight as recommended below:

- rest your eyes - take frequent breaks; occasionally look away from the monitor and look in a different direction, concentrating your eyes on a distant point.
- get eye check-ups - to make sure your eyesight is corrected you should have regular eye check-ups.

Research shows that among people working at a computer, 96 out of 100 have eye problems.

Workplace

It is recommended that a computer workstation should generally be equipped with a desktop computer and monitor, a computer mouse and a separate keyboard. However, many people only have a laptop, the use of which is often conducive to adopting an inappropriate body position (including too much tilt of the head when the upper edge of the monitor is much below the height of the eyes).

Therefore, when a laptop is used for remote work, several options for arranging the workplace should be considered, which will allow the correct body position to be taken:

- a laptop placed directly on the desk top - only when its upper edge is at the level of the employee's eyes or slightly below, when the keyboard is at the level of the elbows (which can only be achieved in the case of people of shorter height and with larger, e.g. 17" laptops);

a laptop placed on a stand that allows the screen to be raised. An additional keyboard and mouse are required.

Laptop connected to a stationary monitor, e.g. using a docking station. An external keyboard and mouse are also required.

Using the touchpad in a laptop for a long time is also not recommended due to the incorrect position of the hand and the often forced twist of the entire trunk. That's why it's always good to use a computer mouse.

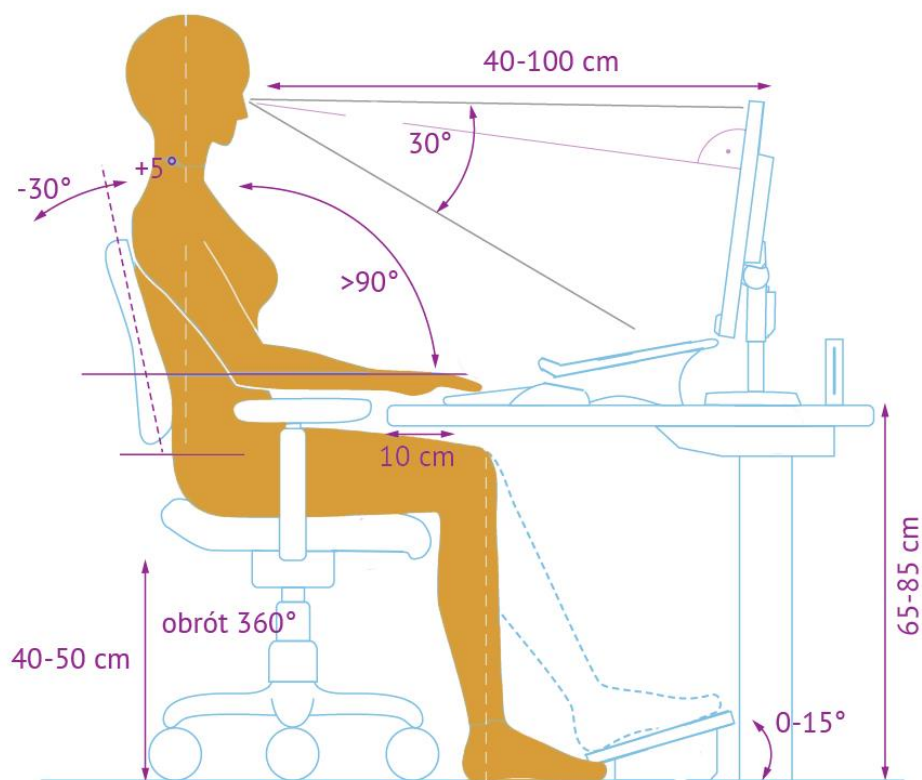


Fig. Working with a screen monitor.

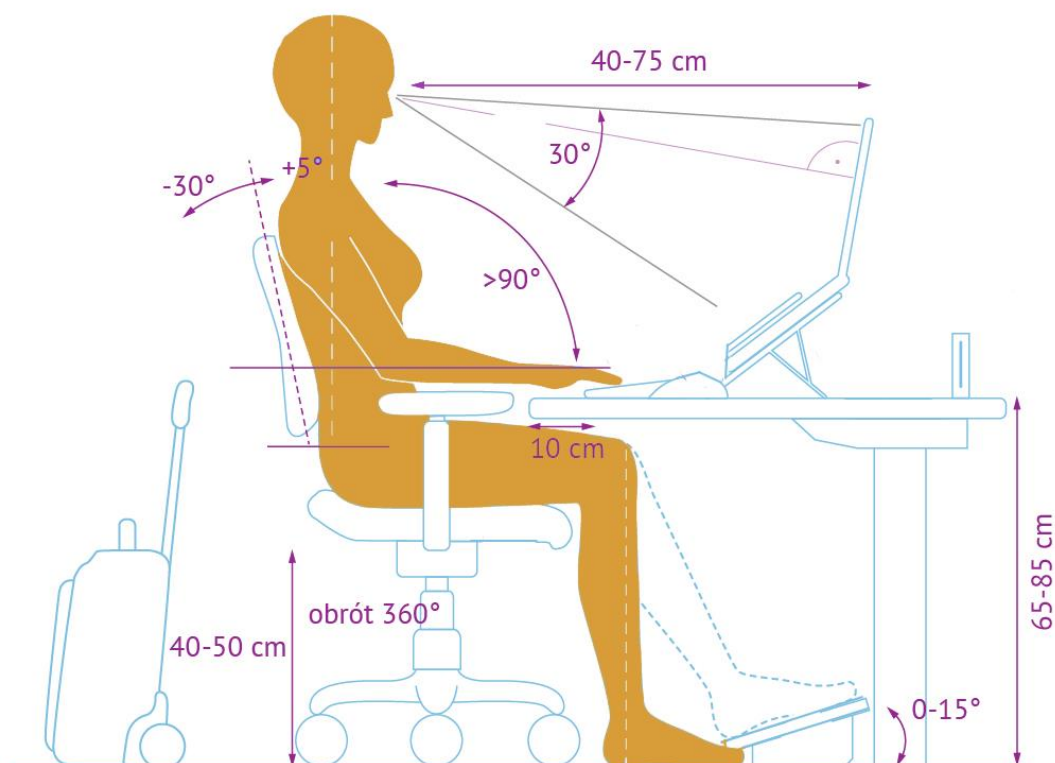


Fig. Working with a laptop.

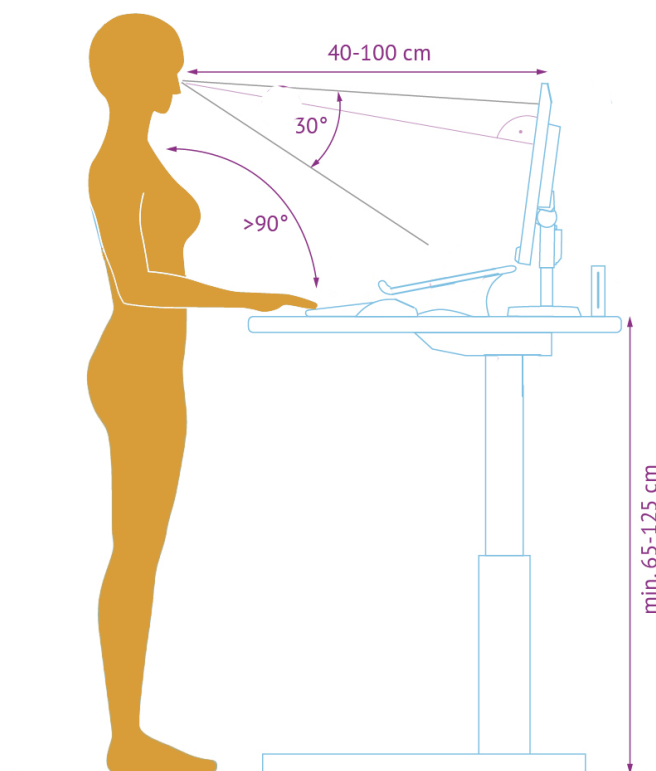


Fig. Standing work.

6. Examples of exercises while working at a computer

Face and neck exercises

- Straighten your back in the sitting or standing position.
- Slowly tilt your head to the left and try to touch your left shoulder with your left ear at the same time. Do not lift your shoulder to touch your ear - let your shoulder remain in a natural position.
- Hold for 5 -10 seconds.
- Repeat this exercise 3 - 5 times.
- Repeat this exercise on other side.



Arms and hands exercises

Exercise 1

- In a sitting or standing position straighten your back.
- Lift your arms upwards until you feel slight tension in the back of your neck and arms.
- Hold for 5 -10 seconds.
- Slowly return to the starting position.
- Repeat this exercise 3 - 5 times.



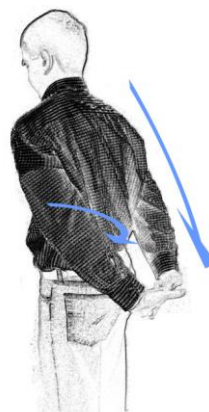
Exercise 2

- Straighten your back in the sitting or standing position.
- Interlock your fingers.
- Turn your hands outwards and lift your hands above your head.
- Outstretch your body upwards and hold for 5 - 1 seconds.
- Repeat this exercise 3 - 5 times.



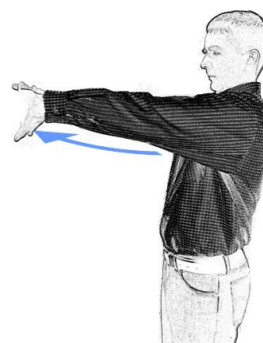
Exercise 3

- Straighten your back in the sitting or standing position.
- Cross your hands behind your back.
- Slowly turn your elbows inward at the same time straightening your arms.
- Hold for 5 -10 seconds.
- Repeat this exercise 3 - 5 times.



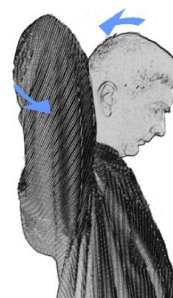
Exercise 4

- Straighten your back in the sitting or standing position.
- Interlock your fingers.
- With your hands directed outwards, extend your hands in front of you.
- Hold for 5 -10 seconds.
- Repeat this exercise 3 - 5 times.



Exercise 5

- Straighten your back in the sitting or standing position.
- Cross your hands behind your head.
- Tilt your elbows backwards.
- Straighten your back and pull your shoulder-blades back.
- Hold for 5 -10 seconds.



Exercise 6

- Straighten your back in the sitting or standing position.
- Grab hold your left elbow with your right hand behind your head.
- Gently pull your elbow towards your head until you feel tension.
- Hold for 5 -10 seconds.
- Repeat this exercise 3 - 5 times.
- Repeat this exercise on other side.



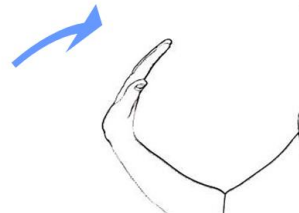
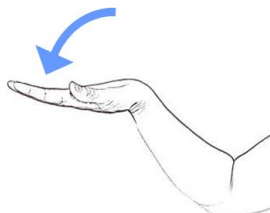
Exercise 7

- Put your hand in a greeting position.
- Bend your fingers so you can show the sign "OK".
- Roll 5 big circles with your thumb in both directions.
- Repeat this exercise on your other hand.



Exercise 8

- Slowly tilt your wrist as much as you can.
- Hold for 5 -10 seconds.
- Repeat this exercise 3 - 5 times.
- Repeat this exercise on other side.



Back exercises

- Stand up and slightly bend your knees, put your hands above your buttocks so that your fingers are directed downwards.
- While slightly pressing your back above your buttocks with your hands, tilt your chest backwards.
- Hold for 5 -10 seconds.
- Repeat this exercise 3 - 5 times.

Caution! This exercise is especially recommended to be done after a long period of remaining in a sitting position.



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7. Minimum requirements for occupational health and safety and ergonomics that should be met by workstations equipped with screen monitors

Based on the indication of the minimum requirements, the employee may determine that he or she meets health and safety requirements, or improve the organization of the workplace to meet health and safety requirements, or decide to work in the office.

Minimum requirements for occupational health and safety and ergonomics that should be met by workstations equipped with screen monitors:

1.1. The equipment of the workstation and the manner of arranging the elements of this equipment must not cause excessive strain on the musculoskeletal system and (or) eyesight during work and may not be a source of danger to the employee.

1.2. In the case of using portable systems intended for use at a given workplace for at least half of the daily working time, the workplace should be equipped with a stationary screen monitor or a stand ensuring that the screen is positioned so that its upper edge is at the employee's eye level, and in additional keyboard and mouse.

2.1. The screen should meet the following requirements:

- a) signs on the screen should be clear and legible,
- b) the screen image should be stable, without flickering or other forms of instability,
- c) the brightness and contrast of the sign on the screen should be easy to adjust depending on the lighting conditions of the workplace,
- d) monitor adjustments should allow for tilting the screen.

2.2. The positioning of the screen monitor and other equipment should not force uncomfortable head and neck movements. The top edge of the screen monitor should be at eye level of the employee.

2.3. The positioning of the display monitor in relation to light sources should limit glare and reflections.

3.1. The keyboard and mouse should be separate elements of the basic equipment of the workstation.

3.2. The design of the keyboard should enable the user to adopt a position that does not cause fatigue of the upper limb muscles while working.

3.3. The surface of the keyboard should be matte, and the characters on the keyboard should be contrasting and legible.

4.1. The table design should enable ergonomic arrangement of the workstation equipment, including different heights of the screen monitor and keyboard, and in particular it should ensure:

- a) sufficient surface to ensure easy use of the workstation equipment and performance of work-related activities,
- b) positioning the keyboard maintaining such a distance from the front edge of the table that allows support for the hands and forearms while maintaining at least a right angle between the arm and forearm,
- c) placing equipment elements at the appropriate distance from the employee, without having to adopt forced positions.

4.2. The employee should be provided with adequate space to place his or her legs under the table top and to assume a comfortable position and be able to change it while working.

4.3. The table top surface should be matte.

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5.1. The chair used in the workstation should have:

- a) sufficient stability by equipping it with a base with at least five supports and wheels,
- b) adjusting the seat height, adjusting the height of the lumbar spine backrest, adjusting the backrest angle and appropriate dimensions of the backrest and seat, ensuring a comfortable body position and freedom of movement,
- c) seat and backrest contouring appropriate to the natural curve of the spine and thighs,
- d) 360° rotation around the vertical axis,
- e) adjustable armrests.

5.2. Mechanisms for adjusting the seat height and backrest inclination should be easily accessible and easy to use, and located so that the adjustment can be made while sitting.

6. If there is a need to use documents at work, at the employee's request, the workstation should be equipped with a document holder with adjustable height, inclination and distance from the employee.

7. At the employee's request, the workplace should be equipped with a footrest.

8.1. The workstation should be designed in such a way that the employee is provided with sufficient work space to allow all manually operated elements to be placed within the reach of the upper limbs.

8.2. The workstation should be located in the room in such a way that the employee has easy access to it.

9.1. Lighting should provide visual comfort. Direct glare from fixtures, windows, transparent or translucent walls or bright surfaces of the room as well as reflected glare from the screen monitor should be limited, in particular by using appropriate lighting fixtures and installing devices that eliminate excessive exposure to sunlight falling on the workstation.

9.2. It is allowed to use local lighting fixtures, provided that they are glare-free.