

Employees who wish to work from home are responsible for ensuring that this checklist is completed and that there are no issues with the work environment in the home before working from home may commence. The checklist must then be submitted to the line manager. The line manager shall review the checklist together with the employee if needed.

Depending on your answer, an explanation is required in the remark field since different situations may have different value weightings in terms of the overall assessment

Subsequently, continuous dialogue between the manager, employee and the working group is required to ensure that the prerequisites for working from home are still met. The employee must inform of any problems arising in the work environment at home.

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*Medarbetare som vill jobba hemifrån ansvarar för att denna checklista är ifylld och att det inte finns brister i hemmakontorets arbetsmiljö innan arbetet påbörjas hemifrån. Därefter delge checklistan till linjechef. Linjechef ska gå igenom checklistan tillsammans med medarbetaren vid behov.*

*Beroende på hur du svarar kan det behövas en förklaring i remark-fältet, då olika situationer kan ha olika viktning av värde till den samlade bedömningen.*

*Därefter krävs en kontinuerlig dialog mellan chef, medarbetare och arbetsgruppen för att säkerställa att förutsättningarna för hemarbete kvarstår. Medarbetaren ska påtala om problem uppstår i arbetsmiljön hemma.*

The address where I will work from

Is there a need for a specific response time (to show up at the workplace within a set timeframe)? If you answer yes, state in remarks below how can it be assured.

Required -Is there a need for a specific response time (to show up at the workplace within a set timeframe)? If you answer yes, state in remarks below how can it be assured.

Yes

No

Remarks

Do you have home insurance and personal accident & injury insurance (property and person)?

Required -Do you have home insurance and personal accident & injury insurance (property and person)?

Yes

No

Remarks

Can the office at home function well with regard to the surroundings, such as family situation and the character of the residence, i.e. possibility of working undisturbed?

Required -Can the office at home function well with regard to the surroundings, such as family situation and the character of the residence, i.e. possibility of working undisturbed?

Yes

No

Remarks



Can the work be negatively affected by participating in a meeting remotely while colleagues participate in the meeting physically?

Required -Can the work be negatively affected by participating in a meeting remotely while colleagues participate in the meeting physically?

Yes

No

Remarks



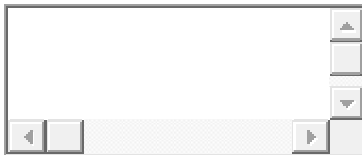
Is there adequate flow of information and cooperation in the department, project, etc. when working from home?

Required -Is there adequate flow of information and cooperation in the department, project, etc. when working from home?

Yes

No

Remarks



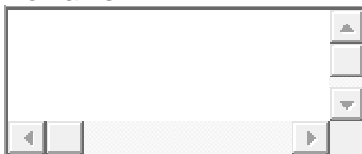
Do you have a reliable internet connection at home?

Required -Do you have a reliable internet connection at home?

Yes

No

Remarks

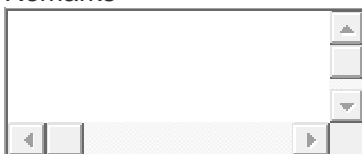


Required -Can you apply the knowledge from the training course "How to Work Better From Home" when you are working from home?

Yes

No

Remarks



Are you familiar with "Participation in Digital Meetings"?

Required -Are you familiar with "Participation in Digital Meetings"?

- Yes
- No

Remarks

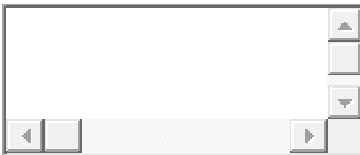


Do you know how to report work environment incidents (accidents, injuries, etc.)?

Required -Do you know how to report work environment incidents (accidents, injuries, etc.)?

- Yes
- No

Remarks

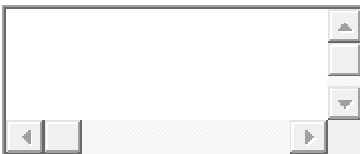


Is the home work area for desk duties fit for purpose, e.g. sufficient desk space, functional chair and lighting?

Required -Is the home work area for desk duties fit for purpose, e.g. sufficient desk space, functional chair and lighting?

- Yes
- No

Remarks

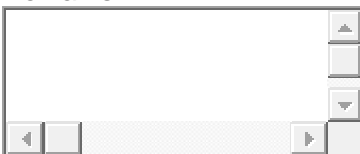


Is the viewing distance, i.e. between the eyes and the monitor, appropriate?

Required -Is the viewing distance, i.e. between the eyes and the monitor, appropriate?

- Yes
- No

Remarks



Is the temperature and ventilation in the work area suitable?

Required -Is the temperature and ventilation in the work area suitable?

- Yes
- No

Remarks



In the event of an emergency, can the work area be evacuated?

Required -In the event of an emergency, can the work area be evacuated?

- Yes
- No

Remarks



Is there a functioning smoke detector and fire extinguisher at the work area?

Required -Is there a functioning smoke detector and fire extinguisher at the work area?

- Yes
- No

Remarks



Can the work be performed in a way that ensures that unauthorised persons are unable to access information on computer screens or in documents?

Required -Can the work be performed in a way that ensures that unauthorised persons are unable to access information on computer screens or in documents?

- Yes
- No

Remarks

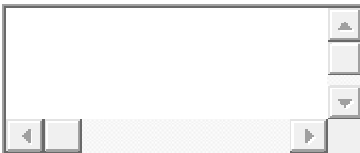


Can the work be performed in a way that ensures that unauthorised persons are unable to listen in, including via technical equipment (e.g. smart devices, such as Alexa and Google Home)?

Required -Can the work be performed in a way that ensures that unauthorised persons are unable to listen in, including via technical equipment (e.g. smart devices, such as Alexa and Google Home)?

- Yes
- No

Remarks



Are there any other work environment aspects regarding your ability to work from home that should also be taken into account?

Required -Are there any other work environment aspects regarding your ability to work from home that should also be taken into account?

- Yes
- No

Remarks