

# The Hybrid Working Cheat Sheet



**KOS** Ergonomics  
THE POSTURE IMPROVERS

**For Irish Employers: Ensure a comfortable, productive, and compliant hybrid workforce!**

Legal

## Employee Classification

- **Remote Employee:** Primarily works outside the office.
- **Hybrid Employee:** Splits time between home and office.
- **On-site Employee:** Primarily works from the office.

## Key Irish Employment Laws

- **Employers Liability:** Ensure you are aware of your legal liabilities with Homeworking.
- **Safety, Health & Welfare Act:** Apply Health & Safety at Work Act 2007
- **Data Protection:** Comply with GDPR and Data Protection Act 2018
- **Equality:** Guarantee equal opportunities for all (promotions, training, development), regardless of location.
- **Remote Working Bill:** Remote Working Bill 2022 - Right to request remote working.

## Irish Employment Law Resources

- **Workplace Relations Commission (WRC):** <https://www.workplacerelations.ie/en/>
- **Irish Data Protection Commission (DPC):** <https://www.dataprotection.ie/>
- **Health and Safety Authority (HSA):** <https://www.hsa.ie/eng/>
- **Department of Enterprise, Trade and Employment (DETE):** <https://enterprise.gov.ie/en/>

## Home & Office Workstations

- **Chairs:** Adjustable height, lumbar support, breathable fabric.
- **Desks:** Adjustable height or risers for comfortable elbow height.
- **Monitors:** Arm's length away, slightly below eye level.
- **Keyboard & Mouse:** Ergonomic options to reduce wrist strain.
- **Lighting:** Avoid glare, utilize natural light or adjustable task lamps.
- **Breaks:** Get up and move every 30 minutes! Stretch, walk around, avoid sitting for extended periods.

## 5 Steps To Achieving Legal Compliance

- **Step 1: Hybrid Policy** - Cross Dept. feedback, Review, and Set Goals.
- **Step 2: Safety Statement** - Work Activity, Workplaces, Work Equipment, Risk Assessments.
- **Step 3: Work Equipment** - Chairs, Desks, Accessories, etc.
- **Step 4: DSE Assessment** - Internal vs External. Beginner vs Competent.
- **Step 5: Manage** - Develop KPI's, focus on turnaround times, review, and assess.

Ergonomics

## DSE Assessments

- **Mandatory** for employees using display screen equipment (DSE) for an hour or more daily.
- **Assesses workstation layout, equipment, environment, and work practices.**
- **Identifies potential risks for musculoskeletal disorders (MSDs).**
- **Recommended for both home and office work environments.**

## Hot-Desking

- A system where employees share unassigned desks, increasing space efficiency.
- Requires additional ergonomic considerations to ensure comfort and well-being.
- Provide adjustable furniture, keyboard trays, and monitor arms for flexible workstations.
- Encourage employees to personalize their workspace with ergonomic accessories.
- Offer guidance on proper workstation setup and posture adjustments.

## Key Terms

- **Hybrid Work:** A flexible work arrangement combining remote and office work.
- **Ergonomics:** Designing the workspace and tasks to fit and support the user, maximizing comfort and productivity.
- **Data Security:** Protecting sensitive company information from unauthorized access, use, disclosure, disruption, modification, or destruction.
- **Work-Life Balance:** Managing personal and professional responsibilities to achieve satisfaction and well-being.
- **Remote Worker:** An employee who primarily works outside the traditional office environment.