



Design and organisation of office and computer workstations

Office and computer workstations are part of everyday working life. The German Workplace Ordinance (ArbStV) applies to the organisation of workplaces, which is concretised by the regulations of the German Social Accident Insurance (DGUV) and the Technical Rules for Workplaces (ASR). The aim is to minimise stress and avoid health hazards.

Adequate spatial conditions

An office space must be large enough. ASR 1.2 specifies a guideline value of 8-10 m² per person. The rooms must have daylight and windows to the outside (ArbStV, Annex 3.4). Sufficient brightness must be ensured by artificial lighting. A room temperature of at least 20 degrees to a maximum of 26 degrees is considered appropriate for office work. At higher temperatures, remedial action must be taken (sun protection, drinks, relocation of working hours). Work in rooms above 36 degrees is not permitted (ASR 3.5).

Regulations for computer and VDU workstations

Regulation 115-401 and DGUV Guideline 215-410 set out precise requirements for ergonomic furnishings (e.g. desks, seating), computer equipment and work equipment (e.g. monitor, keyboard, mouse) and software ergonomics. Additional requirements apply when using mobile devices. The requirements for VDU workstations are regulated in ArbStV §§ 3 and 3a in conjunction with Annex No. 6. DGUV

Obligations of the department, rights of employees

A risk assessment must be drawn up for each workplace, on the basis of which employees are instructed by their manager when they first start work and once a year thereafter. Employees are entitled to an ergonomically designed workplace, e.g. with a height-adjustable desk if necessary. Regular occupational health examinations must be offered. If the company doctor determines that workplace glasses are necessary, the UoC will cover all or part of the costs incurred. The staff council has a right of co-determination in the design of workplaces (LPVG §72 (6)). This applies to both the premises and the equipment. It must ensure compliance with health and safety regulations.

The PRwiss Klinikum is responsible for the organisation of workplaces in the hospital.

For further reading:

Workplace Ordinance (ArbStV)

https://www.gesetze-im-internet.de/arbst_ttv_2004/index.html

Technical Rules for Workplaces (ASR)

<https://www.baua.de/DE/Angebote/Regelwerk/ASR/ASR.html>

DGUV - Information 215-410

<https://publikationen.dguv.de/widgets/pdf/download/article/409>

DGUV Regulation 115-401

<https://publikationen.dguv.de/widgets/pdf/download/article/3338>

Occupational Health und Safety UoC

https://verwaltung.uni-koeln.de/stabsstelle02.2/content/themen_von_a_z/a/arbeitschutz_grundpfeiler/index_ger.html

Ergonomics at the Workplace

https://verwaltung.uni-koeln.de/stabsstelle02.2/content/themen_von_a_z/e/ergonomie_am_arbeitsplatz/index_ger.html

Occupational Health Care

https://verwaltung.uni-koeln.de/abteilung41/content/themen_von_a_z/b/etriebsaerztlicher_dienst/index_ger.html

Do you have any questions? Please feel free to contact us!

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