



## SELF-ASSESSMENT ERGONOMIC EVALUATION FOR WORK PLACE DURING SMARTWORKING

Name	Surname
ID employee	Completion date

Through this ergonomic self-assessment evaluation using laptop to perform daily work tasks during the Smart Working period from our place of residence, Health and Safety department (SPP) aims to advise us with the best personalized healthy tips focused on better physical conditioning of the workspace at home from the point of view of safety, ergonomics and psycho-sociology.

Please send this self-assessment completed to the following email: [pmail\\_SpainHS](mailto:pmail_SpainHS@spain.hs.huawei.com)  
<spain.hs@huawei.com>

[spain.hs@huawei.com](mailto:spain.hs@huawei.com);

ENVIRONMENTAL CHECK POINTS	I	NO
The light available in the workplace is enough to read documents or work without difficulty (you can read a document on the table without tilting your head).		
You can adjust workplace to avoid light reflections.		
The noise level is appropriate to work (ex: it is possible to attend a conversation without problems).		
An adequate temperature and humidity level is maintained (Temperature between 20°C-26°C and recommended humidity of 45-65%)		

WORK PHYSICAL STRAIN AND WORK ORGANIZATION	I	NO
You can take breaks to prevent fatigue.		
Wires is out of the way to avoid falls.		
You have adequate plugs in the work area to avoid electrical overload.		
You disconnect the laptop at the end of the day work.		
You keep your workplace order and clean.		

WORKSPACE CONDITIONS	SI	NO
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Table dimensions are enough to place all the work items and work comfortably (screen, keyboard, mouse, documents ...).		
The space under the table is enough to sit comfortably.		
The table has a surface that avoid reflections.		
You can place the screen in front of you, at a distance that facilitates your vision according to your needs (recommendation user distance of 40 cm or greater)		
You can place the top edge of the screen at your eye level		
The keyboard and mouse can be used in a way that allows you to keep your hands in a neutral and comfortable position on the table (separate 10 cm from the edge of the table)		
The chair has a stable support base and backrest.		
Observations on occupational risk prevention to be carried out by the person completing the document		

Huawei Technologies Spain SL, with address at Calle Isabel Colbrand 22, 2050, responsible for the treatment informs you that the data collected through the form will be processed for the sole purpose of reviewing and helping workers to improve the conditioning of their workspace during the smartworking period, within the framework of health and occupational risk prevention. The treatment is based on the existing employment relationship, the data will be stored for the duration of said employment relationship. At any time, you can exercise your rights of access, rectification, deletion or opposition to the treatment as well as contact the Delegate for Data Protection through the following link <https://www.huawei.com/es/personal-data-request>. You can also file a claim with the Spanish Data Protection Agency when you consider that your rights have not been enforced.