

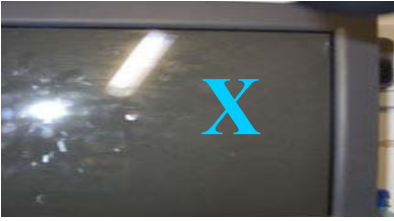











VDU WORKSTATION CHECKLIST

Name:	
Group:	
Room:	Ext.:
Type of display screen equipment: e.g. CRT screen, flat screen, Graphics screen	
Type of work undertaken:	
Approximate amount of time spent at station (hours per day):	
Do you have access to, or regularly use other workstations?	

Please tick answer to risk factor. Your Local Safety Adviser will follow up any further action required. Where the answer is 'Yes' no further action is necessary.

RISK FACTORS	TICK ANSWER		HELP	FURTHER ACTION IF NEEDED	ACTION COMPLETED
	YES	NO	Office Use	Office Use	Office Use
<p>1. Is the display screen image clear?</p> <ul style="list-style-type: none"> • Are the characters readable? <div style="border: 1px solid blue; background-color: #e6f2ff; padding: 5px; display: inline-block; margin-bottom: 10px;"> Ocean Engineering ✓ </div> <div style="border: 1px solid red; background-color: #c00000; color: white; padding: 5px; display: inline-block;"> Ocean Engineering ✗ </div> <ul style="list-style-type: none"> • Is the image free of flicker and movement? • Are the brightness and/or contrast adjustable? • Does the screen swivel and tilt? <div style="margin-bottom: 10px;">  </div> <div>  </div>					

	YES	NO			
<ul style="list-style-type: none"> Is the screen free from glare and reflections?  					
<p>2. Is the keyboard comfortable?</p> <ul style="list-style-type: none"> Is it possible to tilt the keyboard? Can you find a comfortable keying position?    <ul style="list-style-type: none"> Is there enough space to rest hands in front of the keyboard? Is the keyboard glare free? Are the characters on the keys easily readable? 					

	YES	NO			
<p>4. Does the furniture 'fit' the work and user?</p> <ul style="list-style-type: none"> Is the work surface large enough for documents, monitor, keyboard, etc?   <ul style="list-style-type: none"> Is the surface free of glare reflections? Is the chair stable? Does it swivel? Does the seat height adjust? Does the seat back adjust in height and tilt? Are you comfortable?   			<ul style="list-style-type: none"> Can printer/files etc go elsewhere to make more room? Is the user making repeated or awkward stretching movements? Can you rearrange equipment, paper or work to avoid discomfort? May need to provide more space or resite sockets Consider mats or blotters for larger areas Contact the supplier If the adjustment mechanism doesn't work or the user is uncomfortable it may need replacing now Is the user sitting properly? Try adjusting chair <ul style="list-style-type: none"> Are arms horizontal and eyes at roughly the same height as the top of the VDU casing? Are feet flat on the floor? Too much pressure on backs of legs and knees may mean a foot rest is needed Is the small of the back supported by the chair? Is the back straight, but supported and shoulders relaxed, or is user leaning forward? Are arms of chair (if any) preventing user getting close enough to key comfortably? Are there obstructions under the desk that need to be moved? 		

	YES	NO		
<p>5. Is the environment around the workstation risk-free?</p> <ul style="list-style-type: none"> • Is there enough room to change position and vary movement? • Are the levels of light, heat and noise comfortable? • Does the air feel comfortable? • Are the floor spaces free from leads and wiring that are trip hazards? <p>6. Is the software user-friendly?</p> <ul style="list-style-type: none"> • Can you comfortably use the software? • Is the software suitable for the task? • Does it give feedback, eg adequate help messages? 			<ul style="list-style-type: none"> • User needs space to fidget • Will reorganising office layout help? • Check for obstructions • Light could be too bright, or not bright enough to comfortably read by. Consider shading or repositioning light sources or consider sound-proofing or increase ventilation • Equipment may dry the air: circulation of fresh air where possible, and plants may help • Consider a humidifier if discomfort severe • Consider the use of cable ties • Has the user had enough training? 	

Health Conditions – Have you suffered any of the following conditions while working with VDU's?

Eyestrain; Headaches; Aching or tiredness in wrists, arms or shoulders; Swelling of tendon areas; Others (please specify)

If the answer is yes to any of the above please give a clear concise summary of the problem in the box below

Please be aware that any information will be dealt with in the strictest confidence.

Please make any additional comments or observations that you think relevant.

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Signed:	Date:
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