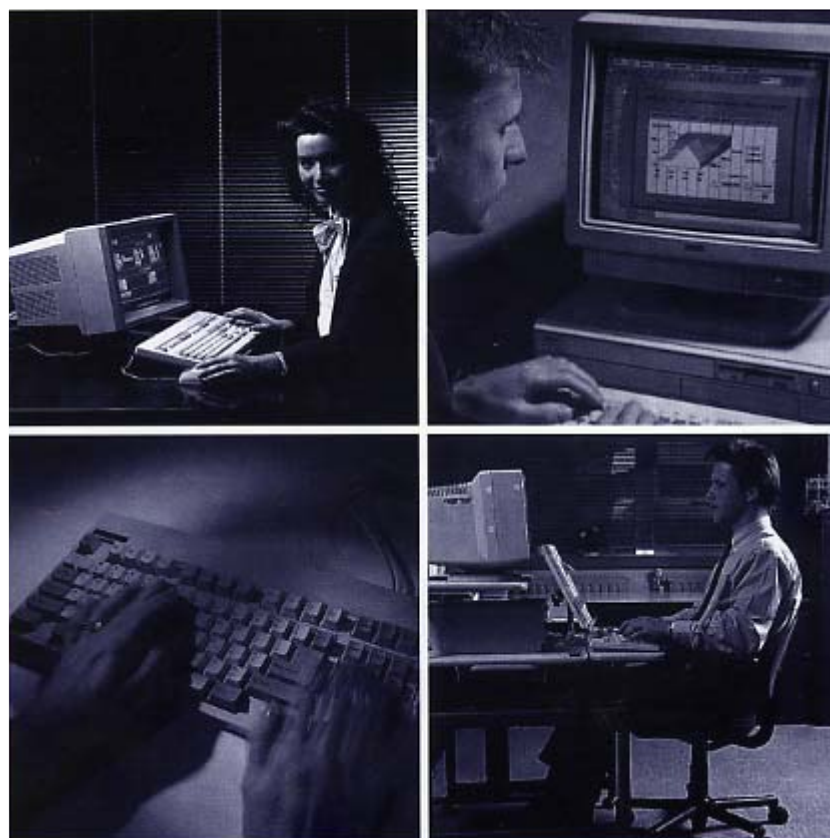


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**CHECKLISTS FOR THE USE OF  
VISUAL DISPLAY UNITS  
IN THE PLACE OF WORK**



# ABOUT THESE CHECKLISTS

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These Checklists may be used to identify hazards in the VDU workplace. They accompany *the Approved Code of Practice for the Safe Use of Visual Display Units in the Place of Work*. There are four, concerned with the following topics:

1. **Work** *See section 3 of the code*
2. **Selecting a VDU** *See section 2.4 of the code*
3. **Workstation design** *See section 2.5 of the code*
4. **Lighting** *See section 2.6 of the code (lighting)*

The questions in each of these each run parallel to the recommendations in the VDU code (as shown), except for the fourth checklist. Here, the questions do not match the order of the recommendations in the code.

The checklists are designed to be completed, ideally, by employers and employees working together as a team.

A NO answer *may* indicate a problem in the workplace. If a question is answered NO, it will then be up to the assessment team to assess the significance of any identified hazard. There will be many occasions when a NO answer will be of little practical significance.

At the end of each of the checklists 1, 3 and 4 there is space to record why a NO answer indicates a serious problem — if it does.

A space for recommendations follows.

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# Monitoring Hazards of VDU Work: Work Organisation

To be completed jointly, by the employer and employee. (See VDU Code, Section 2.3.)

1 Operator's name, location and job title:

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2 Have recommendations about work organisation been incorporated into the design of VDU tasks?

Yes  No

## Task Specification

3 Is there clear a job description?

Yes  No

4 Is there clear a performance specification?

Yes  No

5 Does the operator understand what is required in the job/task?

Yes  No

6 Does the operator have control over workflows?

Yes  No

7 Does the job have a variety of tasks to avoid monotony?

Yes  **Go to Question 9** No

8 Is there job rotation?

Yes  No

9 Is the job designed to be as interesting as possible to the person doing it?

Yes  No

10 If recent changes were made to work or tasks, have changed risks been considered?

Yes  No

• Comments on questions 2 - 10.

## Task Specification

11 Does the person have only one supervisor?

Yes  **Go to Question 13** No

12 Is there a method of resolving conflicting deadlines between the supervisors?

Yes  No

13 Are deadlines organised so that workloads remain reasonably steady?

Yes  No

## Workload

14 Are peak workloads anticipated?

Yes  No

15 Has the workload been discussed between VDU users and their supervisors?

Yes  No

16 Does the amount of overtime worked avoid increasing the risk of discomfort and fatigue?

Yes  No

17 Does the method of payment (e.g. piece rate, bonus system) avoid increasing the risk of discomfort and fatigue?

Yes  No

18 When staff are absent (sick or on leave), is there a means to avoid an unreasonable extra workload on the remaining VDU operators?

Yes  No

19 When new staff begin a job or when staff return from an absence, is there a means to allow them to build up to full working speed gradually?

Yes  No

• Comments on questions 11 - 19.

## Work Monitoring

- 20 Has the way in which work will be monitored been discussed with staff?  
Yes  No
- 21 Is work monitoring for discipline purposes avoided?  
Yes  No
- 22 Do operators get feedback from supervisors about their performance?  
Yes  No
- 23 Do supervisors get feedback about their performance from operators?  
Yes  No

- Comments on questions 20 - 23.

## Taking Breaks

- 24 Can operators take necessary regular breaks from the task?  
Yes  No
- 25 Can operators take micropauses?  
Yes  No

## Staff Numbers

- 26 Are there enough people to do the job?  
Yes  No

## Pregnancy

- 27 Have the needs of pregnant VDU users been considered?  
Yes  No

- Comments on questions 24 - 27.

## Summary

- 28 List the questions with a "NO" answer.

- 29 List the questions where a "NO" answer has serious consequences, and say why:

Number	What are the consequences?

## Recommendations

- 30 List recommendations by priority

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# Visual Display Unit Selection

A manufacturer's certificate or documentation from an accredited laboratory may support the answers here. (See VDU Code, section 2.4)

- 1 Make and model of computer under consideration:

## VDU Monitor

- 2 Does the monitor comply with a suitable standard?  
Yes  **Go to Question 9** No
- 3 Are the brightness and contrast adjustable?  
Yes  No
- 4 Is the screen image sharp and clear?  
Yes  No
- 5 Is the display free of jitter, flicker and swim?  
Yes  No
- 6 Are the characters easily readable?  
Yes  No
- 7 Does the monitor tilt and swivel?  
Yes  No
- 8 Is the VDU stable in its position on the desk?  
Yes  No

## Keyboard

- 9 Does the keyboard comply with a suitable standard?  
Yes  **Go to Question 16** No
- 10 Are the keyboard and screen separate?  
Yes  No
- 11 Is the keyboard thin? (30 mm at homerow or less?)  
Yes  No
- 12 Is the keyboard slope adjustable? (0 - 15°)  
Yes  No
- 13 Is the reflectivity of the keys low?  
Yes  No
- 14 Is the colour neutral?  
Yes  No

- 15 Is there adequate feedback to indicate key contact?  
Yes  No

## Mouse and Other Input Devices

- 16 Does the mouse comply with a suitable standard?  
Yes  **Go to Question 23** No
- 17 Does the mouse avoid the need for a cramped grip?  
Yes  No
- 18 Does the button design avoid a cramped posture?  
Yes  No
- 19 Is the response of the screen pointer adjustable?  
Yes  No
- 20 Is the mouse button pressure acceptable?  
Yes  No
- 21 Can left-handers use the mouse comfortably?  
Yes  No
- 22 Can other input devices be used comfortably?  
Yes  No

## Conclusions

- 23 List the questions that have "NO" answers?

- 24 These "NO" answers are acceptable, because.

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# Identifying Hazards of VDU Workstation Design

(See section 2.5 of the VDU Code.)

## Operator details

- 1 How many operators use this workstation?  
One  **Go to Question 3**      Several
- 2 Question 50 is repeated here. Is the ease of adjustment and extent of adjustability of the following adequate for all the users? (Are the items adjustable **easily from the seated position**? Tick if "Yes".)
- Desk height       Mouse location  
 Keyboard location       Screen distance  
 Screen tilt       Screen height  
 Chair height       Backrest ht. & tilt
- 3 Operator's name(s), location and job title(s):
- 
- 4 What type of work does the operator do? State the number of hours per day spent at each task:
- |                               |                         |
|-------------------------------|-------------------------|
| Typing from dictaphone        | Typing from handwriting |
| Data entry or word processing | Editing                 |
| System devel./maint.          | Other                   |

## Desk

- 5 How many VDU operators use this workstation?  
Several       One  **Go to Question 7**
- 6 Is the desk height **quickly and easily** adjustable **from the seated position**?  
Yes  **Go to Question 8**      No
- 7 Is the desk height adjustable?  
Yes       No  **Go to Question 9**
- 8 Does the desk height adjust from 580 to 730mm?  
Yes  **Go to Question 12**      No
- 9 Is the desk height between 670 and 700mm?  
Yes       No

- 10 Is the desk top thin?  
Yes       No
- Comments on questions 1 - 10.



- 11 Is the desk deep enough for the screen, copy-holder, keyboard and wrist rest? (800 - 900mm.)  
Yes       No
- 12 Is the leg space under the desk adequate?  
(Tick if yes).
- 800 mm knee width   
 450 mm knee length (just under desk top)   
 600 mm knee length (at ankle height)   
 120 mm toe height - under the modesty panel.
- 13 Is the desk wide enough for the task? (1200mm VDU work, 1500mm - VDU and clerical work.)  
Yes       No
- 14 Is the desk stable and strong?  
Yes       No
- 15 Are the desk controls marked for function and direction, free of sharp edges and safe to operate?  
Yes       No
- 16 Are edges and corners of desks rounded to avoid point pressure on hands, wrists and forearms?  
Yes       No
- 17 Is the surface of the desk non-reflective and a light, neutral colour?  
Yes       No
- 18 Is there a space of about 100 mm to rest the wrists on at the front edge of the desk?  
Yes       No
- 19 Is there enough space for the mouse and its pad, on both sides of the keyboard?  
Yes       No

- Comments about questions 11 - 19.

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## VDU Support

- 20** Is the VDU support (if fitted) adjustable for tilt, height and fore-aft distance; and does it swivel?

Yes  **Go to Question 21**

No  Please describe any deficiencies:

- 21** Can the adjustments be made **easily** and **from the seated position**?

Yes  No

- 22** Is the VDU support stable?

Yes  No

- Comments on questions 20 - 22.

## Chair

- 23** Is the seat depth adequate? (380 - 480mm)

Yes  No

- 24** Is the seat width adequate? (450mm)

Yes  No

- 25** Are the seat height, backrest height and backrest angle **all** adjustable **easily** while seated?

Yes  **Go to Question 26**

No  Please describe any deficiencies:

- 26** Is the seat height adjustable to suit the user(s)?

Yes  No

- 27** Are the backrest height and angle adjustable enough to suit the user(s)?

Yes  **Go to Question 28**

No  Please describe any deficiencies:

- 28** Is the seat angle acceptable? (+ or - 5 degrees).

Yes  No

- 29** Does the design of the seat pan avoid placing undue pressure on the underside of the thighs?

Yes  No

- 30** Does the seat swivel through 360 degrees?

Yes  No

- Comments about questions 23 - 30.

- 31** Does the design of the backrest and armrests allow the user's elbows to move freely, and prevent the armrests clashing with the desk?

Yes  **Go to Question 32**

No  Please describe any deficiencies:

- 32** Is the cushioning neither too soft nor too hard?

Yes  No

- 33** Does the upholstery allow heat and perspiration to escape?

Yes  No

- 34** Is the chair free from sharp edges?

Yes  No

35 Is the chair stable, with a five-point base?

Yes  No

36 Are the castors/glides appropriate for the floor?

Yes  No

• Comments about questions 31 - 36.

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### Footrest

37 Is the footrest large enough, flat across its surface, and of high friction so feet don't slip off?

Yes  **Go to Question 38**

No  Please describe any deficiencies:

38 Is the footrest light enough to be moved easily?

Yes  No

39 Is the footrest height acceptable to the user?

Yes  No

40 Is the slope of the footrest acceptable to the user?

Yes  No

41 Does the footrest stay in position on the floor without slipping?

Yes  No

42 Where foot dictation controls are used, are they comfortably and securely attached to the footrest?

Yes  No

• Comments about questions 37 - 42.

### Copyholder

43 Is the copyholder large enough and strong enough for the items to be placed on it?

Yes  No

44 Can the copyholder holder be placed in a position suitable for the work and the operator?

Yes  No

45 Is the copyholder stable?

Yes  No

### Wrist-rest and Headset

46 Is the wrist-rest suitable for the VDU user, with respect to height, length, width and slipperiness and sponginess?

Yes  No

47 If a telephone headset is needed, is it provided and is it suitable for the needs of the user?

Yes  No

• Comments about questions 43 - 47.

### Training

48 Has the operator been trained in (Tick if yes)

- A How to adjust the workstation.
- B Good posture.
- C Methods of relaxation.
- D Correct working techniques.
- E The use of micropauses.
- F When to take breaks.
- G Exercises.
- H Countering problems of work organisation.
- I The efficient use of the software.
- J Keyboard skills.



# Evaluation of Workplace Visual Conditions

(See section 2.6 of the VDU Code.)

## Personal Details

1 Operator's name:

2 What type of VDU work does this operator do? How many hours per day are spent at each task?

Typing from dictaphone	Typing from handwriting
Data entry or word processing	Editing
System devel./maint.	Other

3 How will the nature and extent of the visual task affect the lighting?

## Workplace Details

4 Draw a sketch plan of the workplace. Show the location of windows and lighting, the operator's direction of gaze and the direction of north.

5 What type of lighting is fitted in/to the ceiling?

- Flush mounted (fitted in the ceiling)
- Surface mounted (sits on the ceiling)
- Spotlights
- Other

6 Are these luminaires suitable for the task?



## Possible glare sources

7 Is any artificial lighting a glare source for this person?

Yes  No

8 Is a luminaire located in this person's "offending zone"?

Yes  No

9 Are there reflections visible in the VDU screen?

Yes  No

10 Are there bright lights visible to the operator from any other source, notably from windows?

Yes  No

11 Does the operator face any windows?

Yes  No  **Go to Question 14**

12 Describe the curtains/blinds used on the windows:

13 Are the curtains/blinds capable of preventing glare?

Yes  No

## Training

14 Has the operator received training in setting up the workstation for visual comfort?

Yes  No

15 Has the operator received training in "how to look" at the VDU for optimum comfort?

Yes  No

## Workstation arrangement

16 Is the operator able to obtain a comfortable distance between their eyes and the screen **and** a comfortable gaze angle?

Yes  No

17 Are other items that the operator looks at (books, copyholders, etc.) located appropriately?

Yes  No

## Illuminance\* (See note below.)

18 What type of VDU display is used?

Positive  Negative **Go to Question 20**

(A positive display has dark letters on a light background. A negative display is the reverse of this.)

19 Is the illuminance between 350 - 500 lux?

Yes  **Go to Question 23**

No

20 Is reading text on paper part of the work?

Yes  No  **Go to Question 23**

21 Is the illuminance between 300 - 350 lux?

Yes  No

22 Is the illuminance between 200 - 350 lux?

Yes  No

23 Comments on the level of illumination:

## Recommendations

24 List the questions with a "NO" answer:

\*The illuminance is the amount of light falling on a surface and is measured with a light meter in units of 'lux'.

25 List the questions where a "NO" indicates a serious problem and say why:


26 Recommendations, in order of priority:

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