



VIDEO DISPLAY TERMINAL AND OFFICE ERGONOMICS CHECKLIST

ORGANIZATION OF WORK AREA

SPACE

YES NO

1. Work surface and work area large enough to hold materials and equipment and perform required tasks
2. Storage space adequate for copies, handbooks, documents, and notebooks
3. Area under desk free of obstructions
4. Area under work surface provides sufficient depth, height, and width for legs to move about freely

JOB AIDS AND EQUIPMENT POSITIONING

1. Job aids, tools and materials placement allows efficient flow of work
2. Items used frequently (telephone, calculators, etc.) within easy reach without extensive body movement
3. Document holder available and positioned to avoid frequent eye and head movement
4. Cables and cords positioned to prevent tripping
5. Headset available for high volume telephone use

BODY POSTURE FOR SEATED POSITION

1. Lower back support
2. Thighs approximately horizontal
3. Lower part of leg approximately vertical
4. Keyboard height allows forearms and wrists to be in a neutral (straight) position
5. Monitor at least 12-18" away from worker
6. Top of monitor screen approximately eye level
7. Mouse positioned to allow forearm and wrist to be in a neutral position
8. Feet rest flat on floor, or footrest provided, when needed
9. No prolonged forward bending
10. Minimum amount (or infrequent) bending or twisting of the back, head, or neck

CHAIR

CHAIR FEATURES

	<u>YES</u>	<u>NO</u>
1. Stable with five point base (safe from tipping over).....	<input type="checkbox"/>	<input type="checkbox"/>
2. Castors appropriate for safe mobility on floor surface.....	<input type="checkbox"/>	<input type="checkbox"/>
3. Swivels.....	<input type="checkbox"/>	<input type="checkbox"/>
4. Seat dimensions	<input type="checkbox"/>	<input type="checkbox"/>
a) Seat pan 15" - 19" deep	<input type="checkbox"/>	<input type="checkbox"/>
b) Seat pan minimum 18.2" wide.....	<input type="checkbox"/>	<input type="checkbox"/>
5. Has armrests.....	<input type="checkbox"/>	<input type="checkbox"/>
a) Good fit for user.....	<input type="checkbox"/>	<input type="checkbox"/>
b) Clearance under work surface for arm rests	<input type="checkbox"/>	<input type="checkbox"/>
6. Rounded front edge to avoid thigh pressure	<input type="checkbox"/>	<input type="checkbox"/>
7. Padded seat.....	<input type="checkbox"/>	<input type="checkbox"/>
8. Lumbar support in backrest.....	<input type="checkbox"/>	<input type="checkbox"/>
9. Guidance/training for users describing how to make adjustments	<input type="checkbox"/>	<input type="checkbox"/>

CHAIR AJUSTABILITY

1. Chair allows user to assume different postures	<input type="checkbox"/>	<input type="checkbox"/>
2. Seat height adjusts between 16" - 20.5"	<input type="checkbox"/>	<input type="checkbox"/>
3. Adjustable armrests	<input type="checkbox"/>	<input type="checkbox"/>
4. Adjustable height of backrest.....	<input type="checkbox"/>	<input type="checkbox"/>
5. Backrest adjustable forward/backward	<input type="checkbox"/>	<input type="checkbox"/>
6. Adjustments easily made from seated position	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENT

1. Lighting adequate for tasks.....	<input type="checkbox"/>	<input type="checkbox"/>
2. Display screen free of glare and reflections	<input type="checkbox"/>	<input type="checkbox"/>
3. Screen at right angle to windows	<input type="checkbox"/>	<input type="checkbox"/>
4. Screen character brightness at a comfortable level	<input type="checkbox"/>	<input type="checkbox"/>
5. Room temperature constant between 70 - 73°	<input type="checkbox"/>	<input type="checkbox"/>
6. Noise level:		
a) Less than 55 dBA in task areas requiring intense concentration.....	<input type="checkbox"/>	<input type="checkbox"/>
b) Less than 65 dBA in routine task areas.....	<input type="checkbox"/>	<input type="checkbox"/>
c) Environment free from distracting high noise levels (from printers, copiers, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
7. Environment free of hot or cold areas, e.g. under desks, in corners, etc.	<input type="checkbox"/>	<input type="checkbox"/>