

CHECKLIST FOR EVALUATION OF ERGONOMIC STRESS AT COMPUTER WORKSTATIONS

Yes No N/A

1. VDT stations are arranged so that lighting does not reflect directly off the screen.
2. The seat and backrest of the chair support comfortable posture permitting occasional variation in the sitting position.
3. Seat height is adjustable so that the entire sole of the foot rests on the floor or footrest, and the back of the knee is slightly higher than the seat of the chair.
4. Backrest height is adjustable.
5. Backrest angle is adjustable.
6. Footrest provided if desired by individual.
7. The height of the surface on which the keyboard rests is adjustable, allowing the worker's forearms, fingers resting on the keyboard, to be nearly horizontal or inclined slightly upward.
8. The workstation is adjusted so that the wrist is in a straight line, i.e., not bent up or down.
9. The topmost line of the screen is slightly below eye level.
10. Screen position can be tilted.
11. Document holder is positioned at the same height and the same distance from the viewer as the screen.
12. Work surface is large enough to hold all needed reference material (at least 35 inches wide).
13. Paper can be easily and conveniently loaded into printers without the need for lifting heavy boxes in awkward postures.
14. Screen has color, brightness, and contrast satisfactory with the operator.
15. The illumination level at the VDT station is between 45 and 70 foot candles (500 and 700 lux).
16. Characters on the screen are clear and free of flicker or jitter.
17. There is adequate room under the work table to permit movement of operator's legs and a foot rest where

necessary.

Yes No N/A

18. Task schedules allow the operator to perform duties not requiring use of the VDT at least 15 minutes during each 2-hour period.
19. Are all adjustments easy to make with a single lever or are controls known? (Equipment that is difficult to adjust will probably not be adjusted properly.)

Score (count all "No" answers)

Comments:

Prepared by:

Date:

Evaluation: When a group of workstations are evaluated by the same evaluator, the higher scores should indicate which workstations are more likely to cause ergonomic stress. It is not necessary for each workstation to achieve a perfect score on this checklist. Common sense should be used to determine whether modifications to workstations are necessary, reasonable, and feasible.