

# Display Screen Equipment

Form No: \_\_\_\_\_

## SELF-ASSESSMENT CHECKLIST

Name \_\_\_\_\_ Location \_\_\_\_\_ Date \_\_\_\_\_

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>D/K</u>	<u>Comments</u>
<b>1 EQUIPMENT</b>					
<b>A <u>General</u></b>					
Is it suitable for the job, environment and user?	ρ	ρ	ρ	ρ	
Does it appear to be electrically safe? (Visual check only)	ρ	ρ	ρ	ρ	
Are there any trailing cables?	ρ	ρ	ρ	ρ	
Is level of heat generation acceptable?	ρ	ρ	ρ	ρ	
Is level of noise generated acceptable?	ρ	ρ	ρ	ρ	
Is it stable, easy to manoeuvre and flexible?	ρ	ρ	ρ	ρ	
<b>B <u>Screen/Display</u></b>					
Is the image:					
Clear?	ρ	ρ	ρ	ρ	
Stable?	ρ	ρ	ρ	ρ	
Legible?	ρ	ρ	ρ	ρ	
Absent of flicker, jitter & glare?	ρ	ρ	ρ	ρ	
Is the size compatible with the task?	ρ	ρ	ρ	ρ	
Does it have good sized characters?	ρ	ρ	ρ	ρ	
Does the screen tilt or swivel freely?	ρ	ρ	ρ	ρ	
Is the screen of a height which is suitable for you?	ρ	ρ	ρ	ρ	
<b>C <u>Keyboard</u></b>					
Is it detachable or moveable?	ρ	ρ	ρ	ρ	
Is it light but stable?	ρ	ρ	ρ	ρ	
Can you raise and lower the keyboard height?	ρ	ρ	ρ	ρ	
Does it have a separate numeric keyset if a task demands keying large amounts of figures?	ρ	ρ	ρ	ρ	
Is the feedback:					
Tactile?	ρ	ρ	ρ	ρ	
Audible?	ρ	ρ	ρ	ρ	

Has it got matt surround?	ρ	ρ	ρ	ρ	
Does it have non-reflective keys where the symbols can be readily seen?	ρ	ρ	ρ	ρ	

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<u>D</u> <u>Desks</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>D/K</u>	<u>Comments</u>
Is the desk size sufficient to provide space for equipment, documents, body, and for the task to be undertaken?	ρ	ρ	ρ	ρ	
Is the desk clearance from the floor to underside of desk between 0.66-0.73m (for non-adjustable desks) and 0.66-0.77m (for adjustable desks)?	ρ	ρ	ρ	ρ	
Are the home keys level with the operators elbows?	ρ	ρ	ρ	ρ	
Is the desk stable?	ρ	ρ	ρ	ρ	
Does the desk have a matt finish?	ρ	ρ	ρ	ρ	
Is there knee clearance?	ρ	ρ	ρ	ρ	
Is there space to stretch the legs whilst sat at the desk?	ρ	ρ	ρ	ρ	
0.45 m from the front of the desk	ρ	ρ	ρ	ρ	
0.60 m in foot room	ρ	ρ	ρ	ρ	
Is the desk deep enough to allow for flexible arrangements of equipment and documents min. 0.60 m, optimum 0.80m?	ρ	ρ	ρ	ρ	
Is it long enough to allow for flexible arrangements of equipment and documents (Min 1.2m, Optimum 1.6m)?	ρ	ρ	ρ	ρ	
Is there enough support for hands and wrists? 0.05 - 0.10 m in front of the keyboard i.e. is there enough space in front of the keyboard to rest your hands?	ρ	ρ	ρ	ρ	
Are there sharp edges that can cut into wrists?	ρ	ρ	ρ	ρ	
<b><u>E</u>    <u>Chairs</u></b>					
Is the chair in a good state of repair?	ρ	ρ	ρ	ρ	
Does the chair provide support for back, pelvis and buttocks?	ρ	ρ	ρ	ρ	
Is it stable?	ρ	ρ	ρ	ρ	
If your chair has arms, do they get in the way?	ρ	ρ	ρ	ρ	
Is there a 5 star base configuration on castors? <b>(4 star base is not illegal)</b>	ρ	ρ	ρ	ρ	
Can it swivel to give access to work surface and storage?	ρ	ρ	ρ	ρ	

Can you adjust the height of the seat (ideally 0.34 - 0.52 m)?	$\rho$	$\rho$	$\rho$	$\rho$	
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	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>D/K</u>	<u>Comments</u>
<b>E <u>Chairs (continued)</u></b>					
Does the back rest adjust in height and tilt (minimum adjustability range 0.38 - 0.42m)?	ρ	ρ	ρ	ρ	
Is the seat pan depth satisfactory (min 0.38m)?	ρ	ρ	ρ	ρ	
Are the mechanisms for adjustments easy to operate from the sitting position?	ρ	ρ	ρ	ρ	
<b>F <u>Printers</u></b>					
Is it satisfactorily sited in relation to:					
the way it is used?	ρ	ρ	ρ	ρ	
the proximity of other workers?	ρ	ρ	ρ	ρ	
Does it have a lot of noise emission?	ρ	ρ	ρ	ρ	
<b>G <u>Document Holder</u></b>					
Is it adjustable in height?	ρ	ρ	ρ	ρ	
Is it adjustable in tilt?	ρ	ρ	ρ	ρ	
Is it able to hold a variety of documents firmly in place?	ρ	ρ	ρ	ρ	
Is it satisfactorily sited in relation to:					
the type of work that is being done?	ρ	ρ	ρ	ρ	
the layout of the desk?	ρ	ρ	ρ	ρ	
If you have not got a document holder, do you think one would be of benefit?	ρ	ρ	ρ	ρ	
<b>H <u>Footrests</u></b>					
If you cannot place your feet flat on the floor whilst typing, has a foot rest been provided?	ρ	ρ	ρ	ρ	
<b>I <u>Working posture</u></b>					
Is the working distance between the VDU screen and forehead approx. 0.35 - 0.70m? (Approx. arms length)	ρ	ρ	ρ	ρ	
Are the eyes cast down at an angle of approx. 15-20°?	ρ	ρ	ρ	ρ	
Is the relationship of the individual user to the desk, chair, screen, keyboard, source documents and telephone satisfactory?	ρ	ρ	ρ	ρ	
Work Regime:					
How much time is spent using the keyboard in a normal day?					
Is the keyboard work regularly interrupted by	ρ	ρ	ρ	ρ	

other activities away from the VDU station? Are there sufficient periods away from the VDU keyboard?	ρ	ρ	ρ	ρ	
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	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>D/K</u>	<u>Comments</u>
<b>2 ENVIRONMENT</b>					
<b><i>J</i> <u>Layout</u></b>					
Is the space in the work area as a whole:					
sufficient to allow mobility?	ρ	ρ	ρ	ρ	
relevant to the type of work (e.g. telephone usage, level of concentration, dealing with the public)?	ρ	ρ	ρ	ρ	
permit easy escape in the event of fire?	ρ	ρ	ρ	ρ	
sufficient for the number of people and the amount of furniture and equipment?	ρ	ρ	ρ	ρ	
Does the space at the desk/workstation:					
accommodate the amount of equipment used?	ρ	ρ	ρ	ρ	
accommodate the work undertaken?	ρ	ρ	ρ	ρ	
accommodate manuals, files etc?	ρ	ρ	ρ	ρ	
allow mobility?	ρ	ρ	ρ	ρ	
<b><i>K</i> <u>Lighting</u></b>					
Is the lighting in the workplace and at the desk suitable and efficient:					
Daylight?	ρ	ρ	ρ	ρ	
Artificial (300-500 lux)?	ρ	ρ	ρ	ρ	
When VDU tasks require reading of documents, is there additional lighting at the desk?	ρ	ρ	ρ	ρ	
Is it suitable?	ρ	ρ	ρ	ρ	
Is it adjustable?	ρ	ρ	ρ	ρ	
Is the position of the windows compatible with the VDU?	ρ	ρ	ρ	ρ	
Is the position of the lights compatible with the VDU?	ρ	ρ	ρ	ρ	
To avoid glare:					
Are the VDUs positioned between overhead lights rather than directly under?	ρ	ρ	ρ	ρ	
Are there blinds on the windows?	ρ	ρ	ρ	ρ	
Is attention given to sources of reflection e.g. walls and other surfaces?	ρ	ρ	ρ	ρ	

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>D/K</u>	<u>Comments</u>
<b><i>L</i></b> <b><u>Heating and Ventilation</u></b>					
Is there a good heating and ventilation system?	ρ	ρ	ρ	ρ	
Is there sufficient space for the dissipation of heat from equipment and people?	ρ	ρ	ρ	ρ	
Is the temperature usually approx. 19-23°C?	ρ	ρ	ρ	ρ	
Does the air feel uncomfortably dry?	ρ	ρ	ρ	ρ	
<b><i>M</i></b> <b><u>Noise</u></b>					
Is there an excessive amount of noise?	ρ	ρ	ρ	ρ	
Is there a distinguishable pitch of noise?	ρ	ρ	ρ	ρ	
Is there a lot of noise from other people?	ρ	ρ	ρ	ρ	
Is there a lot of noise from other non-VDU equipment?	ρ	ρ	ρ	ρ	
<b><i>N</i></b> <b><u>Noise control</u></b> <i>(Modern printers will not normally create problems)</i>					
Is the equipment sited satisfactorily so that the noise is not a nuisance?	ρ	ρ	ρ	ρ	
Are there acoustic hoods on the printers? <i>(Rarely needed these days)</i>	ρ	ρ	ρ	ρ	
<b><i>O</i></b> <b><u>Training</u></b>					
Do you understand how to use the software?	ρ	ρ	ρ	ρ	
Have you been trained in its use?	ρ	ρ	ρ	ρ	
Have you been trained in the use of your workstation?	ρ	ρ	ρ	ρ	
If you were to have a problem relating to display screen work, would you know the correct procedures to follow?	ρ	ρ	ρ	ρ	
Do you understand the arrangements for eye and eyesight tests?	ρ	ρ	ρ	ρ	

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>D/K</u>	<u>Comments</u>
<b>P <u>Special Requirements:</u></b>					
To help the department meet any special needs, please complete any questions which you are happy to. There is no requirement to divulge any information, but without it, the department cannot meet your special needs..					
<b>Do you have any:</b>					
vision or eye related problems?	ρ	ρ	ρ	ρ	
back or lumbar problems?	ρ	ρ	ρ	ρ	
Upper Limb Disorder or RSI problems?	ρ	ρ	ρ	ρ	
hearing problems?	ρ	ρ	ρ	ρ	
mobility problems?	ρ	ρ	ρ	ρ	
problems with headache or migraine?	ρ	ρ	ρ	ρ	
other special requirements?	ρ	ρ	ρ	ρ	
problems which get worse during the week?	ρ	ρ	ρ	ρ	

Please return completed form to Reception