

VDT Workstation Checklist

“No” responses indicate potential problem areas which should receive further investigation.

1. Does the workstation ensure proper worker posture, such as:
 - a. horizontal thighs? Yes No
 - b. vertical lower legs? Yes No
 - c. feet flat on floor or footrest? Yes No
 - d. neutral wrists? Yes No

2. Does the chair:
 - a. adjust easily? Yes No
 - b. have a padded seat with a rounded front? Yes No
 - c. have an adjustable backrest? Yes No
 - d. provide lumbar support? Yes No
 - e. have casters? Yes No

3. Are the height and tilt of the work surface on which the keyboard is located adjustable? Yes No
4. Do keying actions require minimal force? Yes No
5. Is there an adjustable document holder? Yes No
6. Are arm rests provided where needed? Yes No
7. Are glare and reflections avoided? Yes No
8. Does the monitor have brightness and contrast controls? Yes No
9. Do the operators judge the distance between eyes and work to be satisfactory for their viewing needs? Yes No
10. Is there sufficient space for knees and feet? Yes No
11. Can the workstation be used for either right- or left-handed activity? Yes No
12. Are adequate rest breaks provided for task demands? Yes No
13. Are high stroke rates avoided by:
 - a. job rotation? Yes No
 - b. self-pacing? Yes No
 - c. adjusting the job to the skill of the worker? Yes No

14. Are employees trained in:
 - a. proper postures? Yes No
 - b. proper work methods? Yes No
 - c. when and how to adjust their workstations? Yes No
 - d. how to seek assistance for their concerns? Yes No

Our safety evaluations, reports and recommendations are made solely to assist your organization in reducing hazards and the potential of hazards and accidents. These recommendations were developed from conditions observed and information provided at the time of our visit. They do not attempt to identify every possible loss potential, hazard or risk, nor do they guarantee that workplace accidents will be prevented. These safety evaluations, reports and recommendations are not a substitute for ongoing, well-researched internal safety and risk management programs. This report does not warrant that the property inspected and its operations are compliant with any law, rule or regulation.