

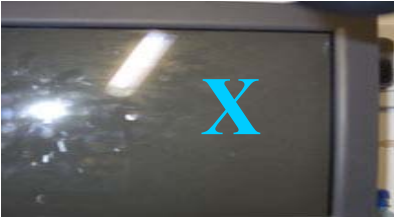






VDU WORKSTATION CHECKLIST

Name:	
Group:	
Room:	Ext.:
Type of display screen equipment: e.g. CRT screen, flat screen, Graphics screen	
Type of work undertaken:	
Approximate amount of time spent at station (hours per day):	
Do you have access to, or regularly use other workstations?	

Please tick answer to risk factor. Your Local Safety Adviser will follow up any further action required. Where the answer is 'Yes' no further action is necessary.

RISK FACTORS	TICK ANSWER		HELP	FURTHER ACTION IF NEEDED	ACTION COMPLETED
	YES	NO	Office Use	Office Use	Office Use
<p>1. Is the display screen image clear?</p> <ul style="list-style-type: none"> • Are the characters readable? <div style="border: 1px solid blue; padding: 5px; display: inline-block; margin: 5px 0;">Ocean Engineering ✓</div> <div style="border: 1px solid red; padding: 5px; display: inline-block; margin: 5px 0;">Ocean Engineering X</div> <ul style="list-style-type: none"> • Is the image free of flicker and movement? • Are the brightness and/or contrast adjustable? • Does the screen swivel and tilt? <div style="text-align: center; margin: 5px 0;">  </div> <div style="text-align: center; margin: 5px 0;">  </div>					

	YES	NO			
<ul style="list-style-type: none"> • Is the screen free from glare and reflections?  					
<p>2. Is the keyboard comfortable?</p> <ul style="list-style-type: none"> • Is it possible to tilt the keyboard? • Can you find a comfortable keying position?    <ul style="list-style-type: none"> • Is there enough space to rest hands in front of the keyboard? • Is the keyboard glare free? • Are the characters on the keys easily readable? 					

	YES	NO			
<p>3. Is mouse, trackball etc suitable?</p> <ul style="list-style-type: none"> Is the device suitable for all the tasks it is used for? Is the device positioned close to the user? <div data-bbox="156 533 544 819" data-label="Image"> </div> <div data-bbox="156 855 544 1151" data-label="Image"> </div> <ul style="list-style-type: none"> Is there support for the device user's wrist and forearm? Does the device work smoothly at a speed that suits the user? Can the user easily adjust software settings for speed and accuracy of pointer? 					

YES

NO

4. Does the furniture 'fit' the work and user?

- Is the work surface large enough for documents, monitor, keyboard, etc?



- Is the surface free of glare reflections?

- Is the chair stable?
- Does it swivel?
- Does the seat height adjust?
- Does the seat back adjust in height and tilt?
- Are you comfortable?



	YES	NO			
<p>5. Is the environment around the workstation risk-free?</p> <ul style="list-style-type: none"> • Is there enough room to change position and vary movement? • Are the levels of light, heat and noise comfortable? • Does the air feel comfortable? • Are the floor spaces free from leads and wiring that are trip hazards? <p>6. Is the software user-friendly?</p> <ul style="list-style-type: none"> • Can you comfortably use the software? • Is the software suitable for the task? • Does it give feedback, eg adequate help messages? 					

Health Conditions – Have you suffered any of the following conditions while working with VDU's?

Eyestrain; Headaches; Aching or tiredness in wrists, arms or shoulders; Swelling of tendon areas; Others (please specify)

If the answer is yes to any of the above please give a clear concise summary of the problem in the box below

Please be aware that any information will be dealt with in the strictest confidence.

Please make any additional comments or observations that you think relevant.

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Signed:	Date:
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