

Worksheet for risk assessment of VDU work

The worksheet is a method for assessing working conditions. If the answer is "no", appropriate measures must be taken or further investigations are required. If you have any questions about risk assessment and ergonomics at the VDU workplace, the Occupational Safety and Environmental Protection group will be happy to advise you.

Institute/Subject/Facility: _____

Workplace/area of activity: _____

Editor: _____

Date: _____

1. Device Safety

The equipment used in the workplace carry the CE and/or the GS mark.

yes no

2. Screen

The top line of the screen is at most at eye level.



The screen can be easily rotated and tilted.

The screen diagonal is > 15 inches (visible 35 cm) but > 22 inches is recommended (visible 56 cm).

The screen is free from disturbing Reflections.

3. Keyboard/Mouse

The keyboard is separate from the screen (not a laptop).

The keyboard is slightly inclined.

4. Work table

Table width > 160 cm.

Table depth > 80 cm.

Total area for table combination > 1,28 m²

Table height: adjustable (68-85) cm or 72-76cm for table not adjustable in height.

Legroom height: > 65 cm.

Legroom width: > 85 cm.

Legroom depth: > 80 cm.

5. Swivel chair

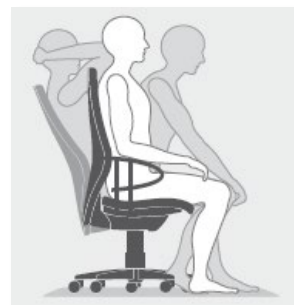
5-caster base with braked rollers, depending on the hardness of the floor covering

Height adjustable

Padded seat, rounded front edge

Padded and adjustable backrest with Support in the lumbar region.

Dynamic sitting (change of posture) is possible.



6. Adaptation of the work equipment to the body dimensions **yes** **no**

- Forearm approximately horizontal, hands at keyboard height, angle between upper and lower arm > 90°
- Upper thigh approximately horizontal, angle between upper and lower thigh > 90.
- Full support of the feet on the floor is possible (if not, footrest is required).

7. Space requirement/Workplace arrangement

- Area per workplace > 8 m², in open-plan offices >12 m².
- Free movement area at the workplace > 1.5 m²
- Minimum depth 1,0 m
- Connecting corridors to personal workplace > 0.6 m trip-free (note e.g. cable routing)
- View parallel to the window front
- View parallel to luminaire strips



8. Lighting

- Bright enough (>500 lx)^{1.)}
- The lamps / lights do not dazzle.
- The surfaces of the devices and tables are matt.
- The lighting does not flicker.
- Only lamps of the same light color are present.
- Exterior blinds or interior roller blinds regulate the sunlight incidence.

9. Other working environment **yes** **no**

- Noise: sufficiently quiet (office < 55 dB [A])^{1.)}
- Climate: room temperature 20° C to 26° C

10. Organizational measures

- The employees were instructed in the use of the visual display unit.
- The employees were involved in setting up the display workstation.

11. Precautionary measures

- Employees are informed about possible health impairments and are aware of measures for avoidance.
- An initial or follow-up examination of the employees' eyesight was offered.

Anmerkungen:

1.) subjective assessment sufficient.

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