

Checklist for risk assessment of VDU work

The worksheet is an oriented procedure 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

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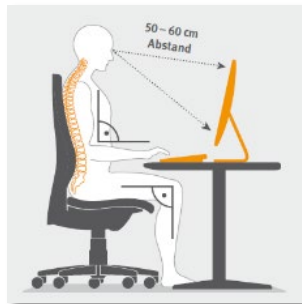
2. Screen

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

yes

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no

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The screen can be easily rotated and tilted.

yes

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no

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The screen diagonal is > 15 inches (visible 35 cm) or for graphics and other applications > 17 inch (visible 40 cm).

yes

☐

no

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The screen is free from disturbing Reflections.

yes

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no

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3. Keyboard/Mouse

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

yes

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no

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The keyboard is slightly inclined, the center letter row has a height of < 3 cm.

yes

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no

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In front of the keyboard, a free table area of (5-10) cm for placing the heel of the hand is available.

yes

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no

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Mouse and mouse pad are located in the small gripping space (< 30 cm from table front edge).

yes

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no

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4. Work table

Table width > 160 cm.

yes

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no

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Table depth > 80 cm.

yes

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no

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Total area for table combination > 1,28 m²

yes

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no

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

yes

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no

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Legroom height: > 65 cm.

yes

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no

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Legroom width: > 58 cm.

yes

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no

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Legroom depth: > 60 cm.

yes

☐

no

☐

5. Swivel chair

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

yes

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no

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height adjustable

yes

☐

no

☐

padded seat, rounded front edge

yes

☐

no

☐

padded and adjustable backrest with Support in the lumbar region.

yes

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no

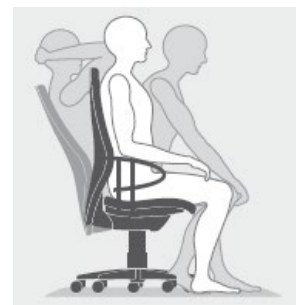
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Dynamic sitting (change of posture) is possible.

yes

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no

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<p>6. Adaptation of the work equipment to the body dimensions</p> <p>Forearm approximately horizontal, hands at keyboard height, angle between upper and lower arm > 90° <input type="checkbox"/> <input type="checkbox"/></p> <p>Upper thigh approximately horizontal, angle between upper and lower thigh > 90. <input type="checkbox"/> <input type="checkbox"/></p> <p>Full support of the feet on the floor is possible (if not, footrest is required). <input type="checkbox"/> <input type="checkbox"/></p> <p>The footrest is present if necessary. <input type="checkbox"/> ^{1.)} <input type="checkbox"/></p> <p>Full-surface foot support on the footrest is possible, area > (45 x 35) cm². <input type="checkbox"/> ^{1.)} <input type="checkbox"/></p>	<p>9. Other working environment</p> <p>Noise: sufficiently quiet (office < 55 dB [A]) <input type="checkbox"/> ^{2.)} <input type="checkbox"/></p> <p>Climate: room temperature 20° C to 26° C <input type="checkbox"/> <input type="checkbox"/></p> <p>Humidity pleasant (40-65%) <input type="checkbox"/> ^{2.)} <input type="checkbox"/></p> <p>Draft-free (air velocity < 0.15 m/s) <input type="checkbox"/> ^{2.)} <input type="checkbox"/></p> <p>10. Man machine interface ^{3.)}</p> <p>The information is presented in positive (dark characters on light background). <input type="checkbox"/> <input type="checkbox"/></p> <p>The system provides information/help about the respective process. <input type="checkbox"/> <input type="checkbox"/></p> <p>The information is displayed in a format and pace adapted to the user. <input type="checkbox"/> <input type="checkbox"/></p>
<p>7. Space requirement/Workplace arrangement</p> <p>Area per workplace > 8 m², in open-plan offices >12 m². <input type="checkbox"/> <input type="checkbox"/></p> <p>Free movement area at the workplace > 1.5 m² <input type="checkbox"/> <input type="checkbox"/></p> <p>Minimum depth 1,0 m <input type="checkbox"/> <input type="checkbox"/></p> <p>Connecting corridors to personal workplace > 0.6 m trip-free (note e.g. cable routing) <input type="checkbox"/> <input type="checkbox"/></p> <p>View parallel to the window front <input type="checkbox"/> <input type="checkbox"/></p> <p>View parallel to luminaire strips <input type="checkbox"/> <input type="checkbox"/></p>	<p>11. Organizational measures</p> <p>It is possible to interrupt screen work by changing activities or taking short breaks. <input type="checkbox"/> <input type="checkbox"/></p> <p>The employees were instructed in the use of the visual display unit. <input type="checkbox"/> <input type="checkbox"/></p> <p>The employees or their representation (works council / Staff Council) were involved in setting up the display workstation. <input type="checkbox"/> <input type="checkbox"/></p> <p>12. Precautionary measures</p> <p>Employees are informed about possible health impairments and are aware of measures for avoidance. <input type="checkbox"/> <input type="checkbox"/></p> <p>An initial or follow-up examination of the employees' eyesight was offered. <input type="checkbox"/> <input type="checkbox"/></p>
<p>8. Lighting</p> <p>Bright enough (>500 lx) <input type="checkbox"/> ^{2.)} <input type="checkbox"/></p> <p>The lamps / lights do not dazzle. <input type="checkbox"/> <input type="checkbox"/></p> <p>The surfaces of the devices and tables are matt. <input type="checkbox"/> <input type="checkbox"/></p> <p>The lighting does not flicker. <input type="checkbox"/> <input type="checkbox"/></p> <p>Only lamps of the same light color are present. <input type="checkbox"/> <input type="checkbox"/></p> <p>Exterior blinds or interior roller blinds regulate the sunlight incidence. <input type="checkbox"/> <input type="checkbox"/></p>	<p>13. Other measures</p> <p>A review of the workplace for other reasons can be waived. <input type="checkbox"/> <input type="checkbox"/></p> <p>A further assessment of the workplace is required in the case of particular mental stress (e.g. in the case of predominant data collection). <input type="checkbox"/> <input type="checkbox"/></p>

Source:
The checklist was compiled on the basis of a publication by the Federal State Committee for Occupational Safety and Safety Technology (2007).

Image credits:
- BG ETEM „Bildschirmarbeitsplätze“
- DGUV-Information 215-410 „Bildschirm- und Büroarbeitsplätze“

- 1.) evaluate only if necessary.
2.) subjective assessment sufficient.
3.) When procuring the software, it must be checked whether DIN EN ISO 9241-110 is fulfilled.