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