



VDU WORKSTATION CHECKLIST

Health & Safety (Display Screen Equipment) Regulations 1992 as amended by the Health & Safety (Miscellaneous Amendments) Regulations 2002
(reviewed December 2011)

This checklist can be used as an aid to risk assessment and to help comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations.

Date of assessment:

User:

Workstation number:

Location:

Checklist completed by:

Assessment checked by:

Any further action needed? **YES/NO**

Follow-up action completed on:

Work through the checklist, ticking either the 'yes' or 'no' column against each risk factor:

- ⌘ 'Yes' answers require no further action.
- ⌘ 'No' answers will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the 'Action to take' column.

Assessors should check their decisions in the 'Action to take' column.

Assessors should check later that actions have been taken and problems resolved.

Remember the checklist only covers the workstation and work environment.

Also check that risks from other aspects of the work are avoided:

- ⌘ by giving users health and safety training
- ⌘ providing for breaks or changes of activity.

Further information can be obtained from the HSE Website:

<http://www.hse.gov.uk/search/results.htm?q=vdu+assessment&cx=015848178315289032903%3Akous-jano68&sa=Search&cof=FORID%3A11>

RISK FACTOR	Tick answer		THINGS TO CONSIDER	ACTION TO TAKE
	Yes	No		
1 Display screens				
Are the characters clear and readable?			<p>Make sure the screen is clean and cleaning materials are made available.</p> <p>Check that text and background colours work well together.</p>	
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image stable, is free of flicker and jitter?			<p>Try using different screen colours to reduce flicker, eg darker background and lighter text.</p> <p>If problems still exist, get the set-up checked, eg by the equipment supplier.</p>	
Is the screen's specification suitable for its intended use?			For example, intensive graphic work, or work requiring fine attention to small details, may require large display screens.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
Does the screen swivel and tilt?			<p>Swivel and tilt need not be built in; you can add a swivel and tilt mechanism. However, you may need to replace the screen if:</p> <ul style="list-style-type: none"> ✘ swivel/tilt is absent or unsatisfactory; ✘ work is intensive; and/or ✘ the user has problems getting the screen to a 	

RISK FACTOR	Tick answer		THINGS TO CONSIDER	ACTION TO TAKE
	Yes	No		
			comfortable position.	
Is the screen free from glare and reflections?			Use a mirror placed in front of the screen to check where reflections are coming from. You might need to move the screen or the desk and/or shield from the source of reflections. Screens that use dark characters on a light background are less prone to glare and reflections.	
Are adjustable window coverings provided and in adequate condition?			Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones. If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.	
2 Keyboards				
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (eg where there is a need to use a portable).	
Does the keyboard tilt?			Tilt need not be built in.	
Is it possible to find a comfortable keying position?			Try pushing the display screen further back to create more room for the keyboard, hands and wrists. Users of thick, raised keyboards may need a wrist rest.	
Does the user have good keyboard technique?			Training can be used to prevent: <ul style="list-style-type: none"> ☒ hands bent up at wrist; ☒ hitting the keys too hard; ☒ over stretching the 	

RISK FACTOR	Tick answer		THINGS TO CONSIDER	ACTION TO TAKE
	Yes	No		
			fingers.	
Are the characters on the keys easily readable?			Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing. Use a keyboard with a matt finish to reduce glare and/or reflection.	
3 Mouse, trackball etc				
Is the device suitable for the tasks it is used for?			If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touch-screens may be better for some tasks, but can be worse for others.	
Is the device positioned close to the user?			Most devices are best placed as close as possible, eg right beside the keyboard. Training may be needed to: <ul style="list-style-type: none"> ☒ prevent arm overreaching; ☒ tell users not to leave their hand on the device when it is not being used; ☒ encourage a relaxed arm and straight wrist. 	
Does the device work smoothly at a speed that suits the user?			See if cleaning is required (eg of mouse ball and rollers). Check the work surface is suitable. A mouse mat may be needed.	

RISK FACTOR	Tick answer		THINGS TO CONSIDER	ACTION TO TAKE
	Yes	No		
Can the user easily adjust software setting for speed and accuracy of pointer?			Users may need training in how to adjust device settings.	
4 Software				
Is the software suitable for the task?			<p>Software should help the user carry out the task, minimise stress and be user-friendly.</p> <p>Check users have had appropriate training in using the software.</p> <p>Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.</p>	
5 Furniture				
Is the work surface large enough for all the necessary equipment, papers etc?			<p>Create more room by moving printers, reference materials etc elsewhere.</p> <p>If necessary, consider providing new power and telecoms sockets, so equipment can be moved.</p> <p>There should be some scope for flexible rearrangement.</p>	
Can the user comfortably reach all the equipment and papers they need to use?			<p>Rearrange equipment, papers etc to bring frequently used things within easy reach.</p> <p>A document holder may be needed, positioned to minimise uncomfortable head and eye movements.</p>	

RISK FACTOR	Tick answer		THINGS TO CONSIDER	ACTION TO TAKE
	Yes	No		
Are surfaces free from glare and reflection?			Consider mats or blotters to reduce reflections and glare.	
Is the chair suitable? Is the chair stable? Does the chair have a working: <ul style="list-style-type: none"> ✎ seat back height and tilt adjustment? ✎ Seat height adjustment? ✎ Swivel mechanism? ✎ Castors or gliders? 			The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.	
Is the small of the back supported by the chair's backrest?			The user should have a straight back, supported by the chair, with relaxed shoulders.	
Are the forearms horizontal and eyes at roughly the same height as the top of the VDU?			Adjust the chair height to get the user's arms in the right position, then adjust the VDU height, if necessary.	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?			If not, a foot rest may be needed.	
6 Environment				
Is there enough room to change position and vary movement?			Space is needed to move, stretch and fidget. Consider reorganising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard	

RISK FACTOR	Tick answer		THINGS TO CONSIDER	ACTION TO TAKE
	Yes	No		
Is the lighting suitable, eg not too bright or too dim to work comfortably?			VDUs and other equipment may dry the air, Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.	
Are levels of heat comfortable?			Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?	
Are levels of noise comfortable?			Consider moving sources of noise, eg printers, away from the user, if not, consider soundproofing.	

7 Final questions to users

- ⌘ Ask if the checklist has covered all the problems they may have working with their VDU.
- ⌘ Ask if they have experienced any discomfort or other symptoms which they attribute to working with their VDU.
- ⌘ Ask if the user has been advised of their entitlement to eye and eyesight testing.
- ⌘ Ask if the user takes regular breaks working away from VDUs.

Write the details of any problems here: