



QUICK VDU CHECK!

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Following problems with a chair in the office this quick VDU Assessment check was a useful tool. Our full annual Risk Assessment is not due for a number of months so this 7-point check was an excellent reminder to us all of the main factors, which need to be considered. For members the full VDU Workstation Checklist can be downloaded from the Website (Library Document 6036).

Result: One new chair for the office!

1. Eyes should be level with the top of your computer screen or document holder, so that you are looking down slightly. Always look at your desk square-on.
2. Your computer screen should be at arm's length away; don't stretch to reach your keyboard.
3. Arms should be relaxed, with no tension in the wrists. Don't grip that mouse too tightly, and don't stretch to reach it.
4. Sitting at your desk, your spine should be in a slight S-shaped curve. Adjust your chair so that the backrest fits into the lower, or small, of the back.
5. Avoid crossing your legs. Your knees should be in line with your pelvis, or slightly lower, and your lower legs at a right angle to your thighs.
6. Feet should be flat on the floor, or on a footrest.
7. Make sure that there is enough room under your desk to move your legs freely.



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