

A selection of important questions on the topic of this checklist is given below. If a question does not apply to your company, simply leave it out.

**Wherever you answer questions with  «no», a measure has to be taken.**

It may prove difficult to satisfy every requirement in practice. Try to achieve a compromise that is acceptable to all members of staff working at computers.

Make a note of these measures on the back page.

## Positioning the screen

- |   |  |   |
|---|--|---|
| 1 | Is your screen positioned at right angles to the window (light source to one side)? (Ill. 1)   | <input type="checkbox"/> yes<br><input type="checkbox"/> no |
| 2 | Is your computer workstation set up in such a way that there are no reflections (windows, lighting) on the screen? (Ill. 2)<br>Check this with your screen switched off! | <input type="checkbox"/> yes<br><input type="checkbox"/> no |
| 3 | Is there enough room for your keyboard, mouse and the materials you need when working?   | <input type="checkbox"/> yes<br><input type="checkbox"/> no |
| 4 | Have you got enough room for your legs?  | <input type="checkbox"/> yes<br><input type="checkbox"/> no |
| 5 | Is your screen positioned directly in front of you so that you do not need to turn your head continually while working?  | <input type="checkbox"/> yes<br><input type="checkbox"/> no |



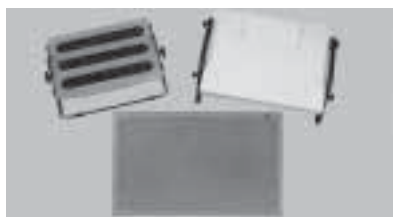
Ill. 1: Correct positioning of the screen (at right angles to the source of light).

## Adjusting the individual elements to users' heights and activities

- |    |  |   |
|----|--|---|
| 6  | Is the height of your seat and the height of your table set to suit your height?<br>Seat height: your thighs should be horizontal or point down slightly.<br>Desk height: when operating the keyboard, your lower arm should be lying more or less horizontally on the front area of the desk. | <input type="checkbox"/> yes<br><input type="checkbox"/> no |
| 7  | Has the height of the screen been positioned to suit your height?<br>(Top edge of the screen 5 - 10 cm below eye level)  | <input type="checkbox"/> yes<br><input type="checkbox"/> no |
| 8  | Is the distance between your eyes and your screen and copyholder 60 - 80 cm?<br>This distance applies to screens with diagonal screen measurements of 15 - 17 inches (a usable 35 - 39 cm). This distance must be individually adjusted with larger screens.                                   | <input type="checkbox"/> yes<br><input type="checkbox"/> no |
| 9  | Have you adjusted the back of your chair to enable you to sit dynamically (self-accommodating seat back)?  | <input type="checkbox"/> yes<br><input type="checkbox"/> no |
| 10 | Are working aids such as footrests, wrist supports and copyholders available if you need them?   | <input type="checkbox"/> yes<br><input type="checkbox"/> no |

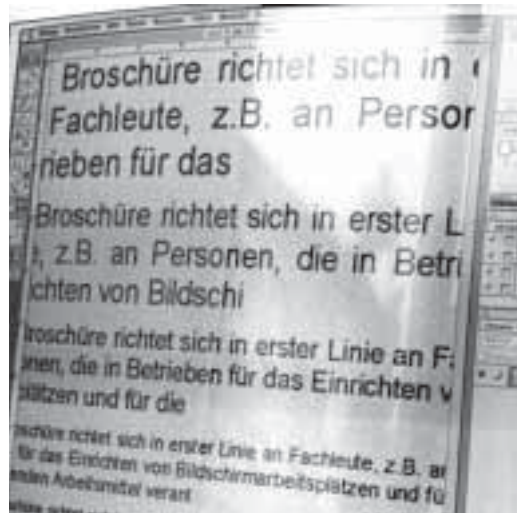


Different wrist supports



Different footrests.

- |    |   |   |
|----|---|---|
| 11 | Have you received instructions on how to adjust the individual elements and the optimum positioning (particularly of your screen, your desk and your chair)? (Ill. 3) | <input type="checkbox"/> yes<br><input type="checkbox"/> no |
|----|---|---|



Ill. 2: Disturbing reflections on the screen caused by an unscreened window.



Ill. 3: The individual elements of a computer workstation must be adjustable and correctly positioned.