

ERGONOMIC/VIDEO DISPLAY TERMINAL/WORKSTATION SURVEY

Office:

Employee:

Date:

Completed by:

Number of hours/day VDT is used:

Copy to employee:

Supervisor:

VDT	YES	NO	COMMENTS
The top surface of the keyboard is no higher than 2-1/2" above the work surface.	<input type="checkbox"/>	<input type="checkbox"/>	
During keyboard use, the operator's upper arm and forearm form a right angle.	<input type="checkbox"/>	<input type="checkbox"/>	
During keyboard use the operator's wrists are neutral or slightly extended.	<input type="checkbox"/>	<input type="checkbox"/>	
The top of the viewing screen is at or slightly below eye level.	<input type="checkbox"/>	<input type="checkbox"/>	
The screen swivels horizontally and tilts or elevates vertically.	<input type="checkbox"/>	<input type="checkbox"/>	
The operator can control brightness and contrast.	<input type="checkbox"/>	<input type="checkbox"/>	
The images on the screen are clean, sharp, and easy to read.	<input type="checkbox"/>	<input type="checkbox"/>	
If the operator reads from a document, an adjustable document holder is located at approximately the same height and distance from the user as the screen.	<input type="checkbox"/>	<input type="checkbox"/>	
CHAIR			
Chair height is easily adjustable	<input type="checkbox"/>	<input type="checkbox"/>	
Chair back is easily adjustable	<input type="checkbox"/>	<input type="checkbox"/>	
The back rest supports the inward curve of the operator's spine in the lumbar region.	<input type="checkbox"/>	<input type="checkbox"/>	
The seat is padded and has a rounded front.	<input type="checkbox"/>	<input type="checkbox"/>	
The front edge of the seat does not put pressure on the operator's thighs.	<input type="checkbox"/>	<input type="checkbox"/>	
The chair is comfortable to the operator!	<input type="checkbox"/>	<input type="checkbox"/>	

(continued ↪)

WORK SURFACE	YES	NO	COMMENTS
There is sufficient space under the desk for knees, feet, and thighs.	<input type="checkbox"/>	<input type="checkbox"/>	
The edge of the work surface in front of the keyboard is rounded or padded.	<input type="checkbox"/>	<input type="checkbox"/>	
The keyboard rests on an adjustable height work surface.	<input type="checkbox"/>	<input type="checkbox"/>	
There is adequate work surface.	<input type="checkbox"/>	<input type="checkbox"/>	
ENVIRONMENT			
There is no glare or reflection on the screen	<input type="checkbox"/>	<input type="checkbox"/>	
The lighting is not so bright as to cause the operator to strain to see.	<input type="checkbox"/>	<input type="checkbox"/>	
The lighting is not so dim as to cause the operator to strain to see.	<input type="checkbox"/>	<input type="checkbox"/>	
There is no light shining into the operator's eyes.	<input type="checkbox"/>	<input type="checkbox"/>	
The general environment is clean , with a comfortable temperature and humidity and no excess noise.	<input type="checkbox"/>	<input type="checkbox"/>	
TRAINING AND WORK PRACTICE			
Adequate breaks away from the VDT are provided (at least 15 minutes for every 2 hrs. VDT use).	<input type="checkbox"/>	<input type="checkbox"/>	
The operator can pace his/her stroke rate.	<input type="checkbox"/>	<input type="checkbox"/>	
The operator has had initial and periodic vision exams specifically for VDT use.	<input type="checkbox"/>	<input type="checkbox"/>	
The operator has been trained in the hazards associated with VDT use, how to avoid hazards, proper use and adjustment of work station components, and how to seek assistance with concerns.	<input type="checkbox"/>	<input type="checkbox"/>	
The operator has been advised of the importance of stretching throughout the workday.	<input type="checkbox"/>	<input type="checkbox"/>	

OTHER COMMENTS

RECOMMENDATIONS: