**CHECKLIST** FOR CONDITIONS RELATING

TO WORKING WITH COMPUTERS

This checklist provides an overview of the working environment associated with computer monitor workstations. It is a supplement to the checklist in the sector guide: "It’s H&S risk assessment time!”, and it can be helpful when conducting the H&S risk assessment.

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| **VARIATION** | NOT RELEVANT | ACCEPTABLE | NEEDS IMPROVEMENT | DESCRIBE CAUSE | PROPOSE SOLUTION |
| Do you vary your working posture enough? |  |  |  |  |  |
| Do you know any stretches – and do you do them? |  |  |  |  |  |
| Are you able to perform tasks away from the computer monitor or to take breaks? |  |  |  |  |  |

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| **DESK CHAIR** | NOT RELEVANT | ACCEPTABLE | NEEDS IMPROVEMENT | DESCRIBE CAUSE | PROPOSE SOLUTION |
| Do you know about the options for adjusting your chair – and do you use them? |  |  |  |  |  |
| Can you adjust the height of your chair's seat and backrest? |  |  |  |  |  |
| Can your chair's backrest be tilted? |  |  |  |  |  |

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| **THE DESK** | NOT RELEVANT | ACCEPTABLE | NEEDS IMPROVEMENT | DESCRIBE CAUSE | PROPOSE SOLUTION |
| Are your desk and chair adjusted in relation to each other so that your desk is positioned directly under your elbows? |  |  |  |  |  |
| Is there room for the monitor, keyboard, mouse/pointing device, documents and/or document holder on your desk? |  |  |  |  |  |

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| **POSITION OF MONITOR** | NOT RELEVANT | ACCEPTABLE | NEEDS IMPROVEMENT | DESCRIBE CAUSE | PROPOSE SOLUTION |
| Is your monitor placed at a height such that when you stretch your arm out horizontally it points directly at the top menu line? |  |  |  |  |  |
| Is your monitor placed at a viewing distance of 50-70cm? |  |  |  |  |  |
| Can you tilt and turn your monitor? |  |  |  |  |  |

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| **DOCUMENT HOLDER** | NOT RELEVANT | ACCEPTABLE | NEEDS IMPROVEMENT | DESCRIBE CAUSE | PROPOSE SOLUTION |
| Is your document holder placed so as to minimise head and eye movements as much as possible? |  |  |  |  |  |
| Is your document holder stable? |  |  |  |  |  |
| Can your document holder be adjusted in the relevant directions? |  |  |  |  |  |

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| **KEYBOARD** | NOT RELEVANT | ACCEPTABLE | NEEDS IMPROVEMENT | DESCRIBE CAUSE | PROPOSE SOLUTION |
| Is it possible to rest your forearms in front of your keyboard? |  |  |  |  |  |
| Do you vary the settings and positioning of your keyboard? |  |  |  |  |  |
| Can you avoid bending your wrists when using your keyboard? |  |  |  |  |  |

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| **MOUSE AND OTHER POINTING DEVICES** | NOT RELEVANT | ACCEPTABLE | NEEDS IMPROVEMENT | DESCRIBE CAUSE | PROPOSE SOLUTION |
| Is your forearm supported when you use your mouse? |  |  |  |  |  |
| Do you vary between using the mouse and using shortcuts? |  |  |  |  |  |
| Can you avoid bending your wrist when using your mouse? |  |  |  |  |  |

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| **VISUAL AND LIGHTING CONDITIONS AROUND YOUR MONITOR** | NOT RELEVANT | ACCEPTABLE | NEEDS IMPROVEMENT | DESCRIBE CAUSE | PROPOSE SOLUTION |
| Does your screen flicker? |  |  |  |  |  |
| Does the text on your screen appear perfectly clear? |  |  |  |  |  |
| Is your monitor positioned so that your viewing direction is parallel to the window? |  |  |  |  |  |
| Is your monitor positioned away from the window? |  |  |  |  |  |
| Does the light from your desk lamp come in from the side just below eye level? |  |  |  |  |  |
| Have you been offered an eye exam and computer eyewear if needed? |  |  |  |  |  |

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| **BUYING FURNITURE AND OTHER EQUIPMENT** | NOT RELEVANT | ACCEPTABLE | NEEDS IMPROVEMENT | DESCRIBE CAUSE | PROPOSE SOLUTION |
| Are members of the working environment organisation or are other people who know about the working environment involved in the purchasing of furniture and other equipment? |  |  |  |  |  |
| Are there instructions for use in Danish or another appropriate language? |  |  |  |  |  |
| Are the computer programs user friendly? |  |  |  |  |  |

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| **OTHER** | NOT RELEVANT | ACCEPTABLE | NEEDS IMPROVEMENT | DESCRIBE CAUSE | PROPOSE SOLUTION |
| Have you received instructions on how to use the furniture and other equipment? |  |  |  |  |  |
| Have you been given instructions on how to use the computer programs? |  |  |  |  |  |