

CHECKLIST FOR DATASCREEN WORKPLACES IN AN OFFICE ENVIRONMENT

USE THE CHECKLIST THIS WAY

- Answer the questions yes or no. If you answer by making a mark in the right column, continue filling in the three following spaces. That which you write will become a plan for action that can be incorporated in the internal control.
- Are there questions or sections that do not fit your activities? Cross out what does not apply! Do you think anything is missing? Add it to the list!
Adapt the checklist so that it fits you!
- Begin with the colourmarked questions. They are the most important.
- Fill in the checklist together, manager/supervisor and safetyrepresentative, maybe one or several of the employees. The checklist can be divided in order to allow different managers to answer according to their specific areas.
- Fill in the checklist regularly, for instance twice per year.
- **Follow up what you decide needs to be done.**

The demands on the work environment at datascreen workplaces are very varied. The longer the workhours and the more stationary the work is, the higher the demands for all the different details being well designed. The questions marked in colour are of importance for all workplaces with datascreens whether in use for long or short periods of time.

Date: _____

Company: _____

Participants: _____

		What needs to be done? Is help needed?	Who is responsible for getting it done?	When shall it be finished?
COMPUTER WORKPLACE Datascreen, keyboard, mouse etc	1. Does the screen have positive contrast (dark signs on a light background) Yes <input type="checkbox"/> No <input type="checkbox"/> ►►			
	2. Can the screen be a) turned laterally? Yes <input type="checkbox"/> No <input type="checkbox"/> ►►			
	b) angled upwards and downwards? Yes <input type="checkbox"/> No <input type="checkbox"/> ►►			
	3. Does the screen flicker? (When you look beside the screen, out of "the corner of you eye", do you see the image flickering?) No <input type="checkbox"/> Yes <input type="checkbox"/> ►►			
4. Is the readability and quality of the images good? Yes <input type="checkbox"/> No <input type="checkbox"/> ►►				

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<p>5. Is the screen placed so that you look slightly downwards at it, without having to bend your neck?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> ►►</p>			
<p>6. The keyboard</p> <p>a) can the angle be changed?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> ►►</p>			
<p>b) are the symbols sharp, large and matt?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> ►►</p>			
<p>c) is a removable, numeric attachment needed in order to have enough space?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/> ►►</p>			
<p>7. If the mouse is in great use</p> <p>a) is it placed on the same level of and immediately next to the keyboard?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> ►►</p>			
<p>b) are fast commandos needed to replace the mouse (at least partly)?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/> ►►</p>			
<p>c) is the mouse maneuvered by the right and left hand alternately?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> ►►</p>			
<p>d) is a pointermat, control-ball, joystick etc needed instead of or as a complement to the mouse (for variety)?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/> ►►</p>			
<p>e) is a removable, numeric attachment used (alternating place with the mouse)?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> ►►</p>			
<p>8. Can the table on which the computer is placed be raised/lowered in order to vary the working position (standing/sitting)?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> ►►</p>			

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<p>9. If the keyboard is placed on a separate top/well/table, can it be adjusted heightwise?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> ▶▶</p>			
<p>10. Is there support for the underarms or wristsupports available if needed?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> ▶▶</p>			
<p>11. The chair</p> <p>a) is it easily adjusted in height and can it be adjusted high enough for taller persons?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> ▶▶</p> <p>b) is the seat tiltable and easily adjusted?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> ▶▶</p>			
<p>c) can the elbowrests be adjusted in height and depth?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> ▶▶</p>			
<p>d) can the back-rest be adjusted in height and depth?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> ▶▶</p>			
<p>e) are the wheels of a correct type (hard wheels on a soft floor and soft wheels on a hard floor)?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> ▶▶</p>			
<p>12. The manuscriptholder</p> <p>a) can the placing be adjusted?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> ▶▶</p>			
<p>b) is the manuscript sufficiently lighted?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> ▶▶</p>			
<p>13. Is a cablebasket needed (for cables, fuse boxes and adapters)?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/> ▶▶</p>			

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<p>14. At the time of buying computer hardware/software</p> <p>a) are the personnel concerned participating?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> ▶▶</p>			
<p>b) are the screens, system units and keyboards checked (through safety data sheets etc) before purchase?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> ▶▶</p>			
<p>15. Are there other problems?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/> ▶▶</p>			
THE ROOM			
<p>16. Are there annoying reflexes on the datascreen from lightning fixtures or windows?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/> ▶▶</p>			
<p>17. Is there good screening from daylight (drapes, shutters etc)?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> ▶▶</p>			
<p>18. Is there "harmonious light" in the room (not too sharp contrasts in light and colour)?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> ▶▶</p>			
<p>19. Does the computer emit enough heat to make the room too warm (or the air seem too dry)?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> ▶▶</p>			
<p>20. Local lightning</p> <p>a) is it enough?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> ▶▶</p>			
<p>b) can it be directed to where it is needed?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> ▶▶</p>			
<p>21. Is the personnel bothered by annoying sounds from</p> <p>a) the computer?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> ▶▶</p>			

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b) the printer? (The printer can be equipped with a sound absorbing cover or placed in another room.) No <input type="checkbox"/> Yes <input type="checkbox"/> ▶▶			
22. Are there other problems? No <input type="checkbox"/> Yes <input type="checkbox"/> ▶▶			
WORK-PLANNING AND PERSONNEL			
23. Are the computer-activities varied enough? Yes <input type="checkbox"/> No <input type="checkbox"/> ▶▶			
24. Is the computerwork arranged so that			
a) strong control and restrictions are limited or avoided? Yes <input type="checkbox"/> No <input type="checkbox"/> ▶▶			
b) there is someone who can give help/support when this is needed due to technical problems? Yes <input type="checkbox"/> No <input type="checkbox"/> ▶▶			
c) there are several who share the work when the work load is heavy? Yes <input type="checkbox"/> No <input type="checkbox"/> ▶▶			
d) backups are made regularly? Yes <input type="checkbox"/> No <input type="checkbox"/> ▶▶			
25. Computertraining Has the personnel received			
a) enough training to master the job? Yes <input type="checkbox"/> No <input type="checkbox"/> ▶▶			
b) information/training <u>before</u> using a new programme/material? Yes <input type="checkbox"/> No <input type="checkbox"/> ▶▶			
c) information/training regarding how to work in order to avoid strain-injuries? Yes <input type="checkbox"/> No <input type="checkbox"/> ▶▶			

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<p>26. Do you take mini breaks or do exercises when sitting for longer periods of time at the computer?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> ►►</p>			
<p>27. If someone has a backpain or pain in the shoulders/neck, is there help available from a physio-therapist or an ergonomist?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> ►►</p>			
<p>28. Have the personnel who usually works more than one hour per day at a datascreen had their eyesight checked?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> ►►</p>			
<p>29. If anyone has need for eyeglasses because of data-screen work, is this paid for by the employer?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> ►►</p>			
<p>30. Are there other problems?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/> ►►</p>			

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