

# VDT WORKSTATION EVALUATION GUIDE

## SEATING

*Chairs should be fully adjustable to achieve proper body positioning.*

- \_\_\_\_\_ The backrest should fit snugly against your lower back. If you cannot adjust the backrest, use a small, thin, firm pillow, or rolled-up towel to support your lower back.
- \_\_\_\_\_ Your upper arms should hang comfortably at your sides, and your forearms should be parallel to the floor. Adjust your chair height to achieve this position.
- \_\_\_\_\_ Feet should rest firmly on the floor with 3 to 6 inches of leg room between your lap and desk or keyboard tray, and your knees at about a 90 degree angle. If you cannot lower your chair height to achieve this position, use a footrest to support your feet.

## DISPLAY

*Locating your display at the proper height and viewing distance can reduce physical discomfort.*

- \_\_\_\_\_ The top of your monitor should be at or slightly below eye level (this should place the center of the display about 20 degrees below eye level).
- \_\_\_\_\_ The screen should be 18 to 30 inches from your eyes, about arm's length and should be directly in front of you.
- \_\_\_\_\_ The display should be tilted slightly downward.

## KEYBOARD/MOUSE

*Proper keyboard positioning can help reduce repetitive stress injuries and fatigue.*

- \_\_\_\_\_ With your fingers in the middle row of your keyboard, your wrists should be straight and relaxed. To achieve this position, try the following: Adjust your chair height, adjust the height of the work surface, or use a pad of paper (or similar item) to raise the keyboard.
- \_\_\_\_\_ Do not overstretch your fingers or pound the keys while typing.
- \_\_\_\_\_ Use a padded wrist rest to help keep wrists relaxed and straight while resting/stop.
- \_\_\_\_\_ Shoulders should be relaxed and down.
- \_\_\_\_\_ Keyboard should be level or slightly tilted downward.

## LIGHTING

*Reducing glare on your screen and adjusting monitor contrast and brightness can help reduce eye strain.*

Reduce glare by any or all of the following:

- \_\_\_\_\_ Shield windows with shades, blinds, or curtains.
- \_\_\_\_\_ Position the screen at a right angle to the window producing the glare.
- \_\_\_\_\_ Tilt and/or swivel the screen to reduce glare.
- \_\_\_\_\_ Use an anti-glare screen.
- \_\_\_\_\_ Clean the screen often.
- \_\_\_\_\_ Adjust contrast (high) and brightness (low) to maximize legibility.

## **WORKSTATION PROPS**

- \_\_\_\_\_ Items used most often should be placed within easy reach.
- \_\_\_\_\_ Use a document holder at the same height and distance as the screen.
- \_\_\_\_\_ Use a headset if you use the telephone a lot.
- \_\_\_\_\_ Use a footrest.

## **WORK PRACTICES**

*There are a few simple things you can do to help relieve muscle tension and fatigue associated with extended computer use.*

- \_\_\_\_\_ Occasionally focus your eyes on something at least 20 feet away.
- \_\_\_\_\_ Special glasses may help reduce eyestrain.
- \_\_\_\_\_ Take periodic mini-breaks at your workstation and do some tension-relieving exercises.
- \_\_\_\_\_ If possible, vary the types of tasks you are performing.

## **WHAT TO DO**

*Be aware: Review your workstation and work habits.*

*Experiment with changing your workstation and habits.*

*Seek assistance from your supervisor.*

**SISC**  
**(Self-Insured Schools of California)**  
**1300 17<sup>th</sup> Street, CITY CENTRE**  
**Bakersfield, CA 93301**  
**(661) 636-4604**

A Joint Powers Authority administered by the Kern County Superintendent of Schools  
Larry E. Reider, Superintendent