

VDU Assessment



Employee Details

First Name:

Last Name:

Contact No:

Supervisor / HoS:

Date:

Building:

Room:

Assessor:

Date of Review:

Screen

1 What is the distance from the user?

2 What type of screen is it?

3 Are the characters well defined, adequate spaces etc?

4 Is the Brightness & Contrast adjustments available?

5 Can the screen tilt and swivel?

6 Is the screen free from glare and reflections?

7 What type of software programme is most frequently used?

If other, please specify:

8 Is the screen the optimum height for the user?

VDU Assessment

Keyboard

9 Is the keyboard tiltable and separate from the screen?

10 Is the surface non-reflective?

11 Are the characters clearly defined?

12 Are the position of the keys comfortable?

Desk

13 Is the Desk area large enough for all equipment?

14 Are the surfaces non-reflective?

15 Is there a document holder available?

16 What is the position / location of the CPU?

Chair

17 Is the work chair stable?

18 Does the chair allow freedom of movement?

19 Is it adjustable for height?

20 Is the back rest adjustable for height and tilt?

21 Are the user's feet flat on the floor when seated?

22 Is there a foot rest provided?

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Space

23 Is there sufficient space for movement & change of position?

24 Can documents & phone be handled without stretching?

If No (specify problem areas):

Lighting

25 Is there adequate lighting at workstation?

26 Are there reflections on screen from artificial lights?

27 Are there reflections on screen from normal daylight?

28 Are the windows fitted with blinds?

29 What is the screen position in relation to window?

30 What is the screen position in relation to artificial light

Environment

31 Can the user control the pace of software?

32 Does noise from adjacent work stations cause distraction?

33 Is the temperature adequate & comfortable?

34 Is the ventilation adequate & comfortable?

VDU Assessment

General

35 Are there any electrical hazards, e.g.. worn cords?

If No (specify problem areas):

36 Are there any trip hazards, e.g.. trailing cables?

If No (specify problem areas):

37 Is there a clear and safe access around workstation?

If No (specify problem areas):

38 Are the working surfaces adequate in strength & stability?

39 Is there a capacity for breaks / changes in work tasks?

If No (specify problem areas):

40 Is printer in well ventilated position not close to personnel?

If No (specify problem areas):

41 Is there a photocopier in office?

42 Is there a water station available?

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Information

- 43 Are there guidelines re: safe use of VDU equipment?
- 44 Is there Info re: eye testing, examination etc. provided?
- 45 Is there info on risks re: VDU use provided to employee?
- 46 Is there info on adjustment of furniture, equipment etc?
- 47 Is user advised to take breaks from on-screen activities?
- 48 Is the user able to adjust brightness & contrast of screen?
- 49 Is there info on importance of posture at the workstation?
- 50 Is there info on visual/postural fatigue & how to respond?

[illegible]

User Details

- 51 Does the user wear glasses?
- 52 Is the user right or left handed?
- 53 Does the user wear contact lenses?
- 54 Is the correct posture adopted by the user?
- 55 Is there a correct positioning of elbows when using VDU?
- 56 Is there any user discomfort?
- 57 Is the user pregnant?
- 58 Are there any relevant medical problems diagnosed?

[illegible]

If Yes (specify):

If Yes (specify):

- 59 Has the user attended Manual Handling training?**

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VDU Assessment

Corrective Actions

Improve layout of workstation (VDU Operator)

Purchase new desk (HoS / Function)

Purchase suitable chair (HoS / Function)

Purchase foot rest (HoS / Function)

Purchase gel wrist rest (HoS / Function)

Purchase mouse wrist rest (HoS / Function)

Purchase copy holder (HoS / Function)

Window blinds required (BMM)

Purchase flat screen monitor (HoS/ Function)

Additional storage fac. (HoS/ Function)

Attention to housekeeping (Room Users)

Investigation of temp. (OHO / BMM to monitor)

Investigation of ventilation (Refer to BMM)

Room lighting adjustment (Refer to BMM)

Attention to struct. items (Refer to BMM)

List **Problem** Areas:

VDU Operator to attend manual handling training

Other corrective actions

Please specify::

VDU Assessment

Appendices of Valid Answers

Name of Assessor	E. Breslin (H&R. Cannon (O A. Mannion (C.Y. McArdle (OHO						
Building	143 - 149 Rathl Rathmines (L& Bolton Street (Linenhall				Beresford Str& Bolton St. (E-f Linenhall (He&68 - 72 Capel		
Yes/No Qs	Yes	No					
Q1	< 40cm	50-70 cm	> 70cm				
Q2	Flat screen TF Older Stan'rd Monitor						
Q7	MS Word	MS Excel	MS Outlook	Ms Other	MS Power Poi Other (please specify)		
Q8	Yes	No - raiser req'd					
Q15	Yes	No (not requir No (required)					
Q16	Under Monitor Beside Monitc Under desk in Under desk on floor						
Q24	Yes	No (specify problem areas)					
Q29	Facing window	Right angle	Facing Window				
Q30	Directly under Left of lighting		Right of lighting				
Q44	Right-Handed Left-Handed						
Q48	Wrist	Back	Neck	Shoulder	Knees	Legs	Eyes
Q50							
Corrective Actions	N/A	Yes					
Corrective Actions	N/A	Replace fitting	Localised lighl	Reduce intens	Increase intensity		
Corrective Actions	N/A	List problem areas					
Corrective Actions	N/A	Yes	No - Training Req.				
Corrective Actions	N/A	Please Specify					

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81 Capel Street Lurgan Street Unit at Airport Green Street Kevin Street (Church Lane 30 New Bride 31 New Bride 33 New Bride 34 New Bride 35 New Bride

19a Lower Ke Camden Row Aungier Stree Aungier Stree 8 Whitefriars   Mountjoy Squ; Portland Row 23 Mountjoy S Cathal Brughe Marlborough   Sackville Plac

Denmark Stre Food Researc Chatham Row 3 Prefabs - R& Templebar 14 Upper Mou 17 Herbert Str Central Library Services, Rathmines