

Checklist for workstations with computer monitors

Company:		
Name, First Name:	Date of birth:	
Superior/Supervisor:		
Department:		
Building:	Room No.:	Telephone No.:
Date:		
Editor:		

This checklist will help you to design the working conditions in your office in such a way that you are able to work efficiently and remain healthy.

The risk assessment must be signed by the employee and his/her manager and then stored away. It must be updated in the case of any changes.

If "No" is checked for any of the criteria, this points towards a shortcoming. The responsible managers are required to remedy any shortcomings.

The University Doctor's Office can offer advice on the risk assessment and a workplace inspection may also be conducted where this is required.
You can book an appointment by calling 06131 / 17-7409.

Kind regards,

Your University Doctor's Office

Design criteria	Potential measures	Yes	No	N/A
1. Organisation of work equipment in the room				
The workstation is set up with the field of vision of the user parallel to the window.	Set up the workstation or the monitor accordingly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The free movement area at the workstation is at least 1.50m².	Reorganise the workstation in such a way that the overall free movement area is at least 1.50m².	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>
The depth of the user area at the workstation is at least 1.00m.	Reorganise the workstation.	<input type="checkbox"/>	<input type="checkbox"/>	
Aisles are sufficiently wide.	Organise the workplace in such a way that the aisles are adequately sized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The floor is safe to walk on.	Remove any trip hazards, repair the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Lighting and lighting conditions				
No disturbing glares are caused by lights or bright surfaces. Any reflections on the monitor screen – for example of lights, windows, bright walls or bright clothing – are not overly disruptive.	If possible, reorganise the workstation accordingly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The levels of lighting are sufficient.	Use lights, open sun-screening systems if they are no longer required, replace defective lamps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suitable adjustable sun-screening systems are in place and they help to reduce glares and reflections.	Use the existing facilities – for example, blinds and partition walls – appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Room temperature and noise				
The air temperature can be regulated to between 20°C and 22°C.	Use suitable sun-screening systems – for example, exterior sun screens – depending on the arrangement of the window facades, the size of the windows, the type of glazing, as well as the location of the building (climatic region). If possible, reorganise the workplace accordingly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No interference is caused by draft.	If possible, reorganise the workplace accordingly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and sounds do not impair concentration when working: Expected noise levels in the workplace ≤ 80 dB(A); 55 dB(A) for predominantly intellectual activities; ≤ 70 dB(A) for mechanised office activities and comparable activities.	Measures to reduce the noise levels of office and computerised activities include: - Keeping noise-producing devices, such as copiers and printers, in a separate room - Using sound-damped standing surfaces - Using sound-absorbing furnishings – such as acoustic ceilings, carpets, room partitions - Furniture with integrated sound-absorbing surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Design criteria	Potential measures	Yes	No	N/A
4. Office desk, work surface				
The size of the work surface – generally the size of the desk – is at least 1600mm x 800mm or 1.28m ² . If additional work equipment is used, a larger work surface may be necessary.	Extend work surfaces, free up work spaces – for example by using storage shelves on shelving units/cupboards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The height of the desk is 740mm (± 20 mm) or a height-adjustable desk is correctly adjusted.	Adjust height of work surface.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is sufficient room for legs and feet. The width of the room for legs is no less than 850mm.	Remove restrictive objects – such as wastepaper bins, computers, printers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting/standing workstations have a height adjustment range of between at least 650mm up to 1250mm.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The room for feet is at least 790mm wide, 150mm deep and 120mm high at standing workstations.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Organisation of work equipment on the workstation				
Document holders are used at workstations where work frequently involves various documents; these are adequately sized, stable and the angle of these can be adjusted between 15 degrees and 75 degrees.	Make document holders available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequently used work equipment – for example the monitor – is located at the centre of the user's field of vision to ensure that the user does not have to adopt uncomfortable head and body positions as far as this is possible.	Position the monitor centrally, place it directly onto the desk (not on the computer or tower), check the viewing distance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The distance between the eyes of the user and the monitor, the keyboard and any documents should be roughly the same and at least 0.50m.	Organise workstation accordingly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The top line on the screen is at eye level or below.	Adjust monitor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The keyboard is separate from the monitor and can be flexibly moved around. There is enough room in front of the keyboard for the user to place their hands.	Ensure that there is between 100mm and 150mm of free space in front of the keyboard for placing hands. Connect a longer cable where necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The keys are matt, light and marked with dark letters. The lettering is clear and easy to read.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Office chairs				
The office chair is stable and sturdy.	Replace unstable office chairs. Have damaged office chairs repaired by a professional.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Design criteria	Potential measures	Yes	No	N/A
It is not possible to unintentionally push or roll the chairs.	Use wheels which are suited to the flooring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The form and adjustment options of the office chair provide for an ergonomic seating posture.	Where necessary, foot supports should be provided as the middle ground between the seat and the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The backrest is inclinable and provides good support to the back when the user adopts different seating postures. It reaches as far as the shoulder blades or is height-adjustable.	Adapt contact pressure and height of the backrest to your body weight and your size.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Cupboards and shelving units				
Office containers, cupboards and shelving units are stable.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Electrical equipment and systems				
Only well-functioning and error-free electrical devices, systems and wirings are being used.	<p>Ensure that:</p> <p>Switches and sockets are permanently installed or securely mounted on the wall.</p> <p>Defective coverings are repaired immediately.</p> <p>Connection and extension cables have a cable relief mechanism and bend protection.</p> <p>Electrical wirings are not exposed in aisles; use plastic cable bridges and permanently installed floor power sockets or feed the wires upwards.</p> <p>Multiple sockets are not connected to other multiple sockets (overloading).</p> <p>Devices with electrical heating in the floor area are only positioned on fireproof bases – for example tiles.</p> <p>Operating instructions for using electrical devices, systems and wirings are available and instruct employees how to use electrical devices.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Only electrical devices, systems and wirings, the review period of which has not yet expired, are being used.	Electrical devices, systems and wirings should be tested on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical installations in office furniture are safe and secure.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Ladders and steps				
Suitable ladders and steps are available for reaching storage heights of more than 1.80m.	<p>Only labelled ladders and steps should be used.</p> <p>The ladders and steps should be checked on a regular basis by a qualified person.</p> <p>The employees are trained in the use of ladders and steps.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Design criteria	Potential measures	Yes	No	N/A
10. Emergency precautions				
The necessary first-aid measures are being implemented.	First-aid materials, markings, sufficient number of trained and educated first-aiders, first-aid log, first aid placards, “emergency precaution” practical assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The necessary fire prevention measures are being implemented.	Sufficient number and suitability of extinguishing agents (fire extinguishers), review periods of fire extinguishers, free access to extinguishing agents, markings, unobstructed emergency exits and doors, “emergency precaution” practical assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employees have been trained in the use of fire extinguishers and know how to act in the case of a fire or if first-aid is required.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Escape routes are adequately sized: - Up to 5 users: 0.875m - Up to 20 users: 1m	Organise the workplace in such a way that the escape routes are adequately sized. Instruct employees to keep escape routes clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Date and place

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Signature of employee

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Signature of manager