

## Video Display Terminal (VDT) Ergonomics Checklist

I. <b>Sitting</b>	Yes	No	N/A
• Do you get up/move periodically to avoid one position for extended periods?			
• Do your feet rest comfortably on the floor without pressure on the back of your legs and without sitting forward in your chair?			
• Can you feel the chair against the curve of your back? (If not, and you experience backaches, consider a small pillow to provide added support.)			
• If you spend most of your time writing, do your arms rest comfortably on your desktop without rounding shoulders down or hunching them up?			
• If typing at a keyboard, are your hands about two inches above the desktop with wrists in a neutral position?			
• Are your wrists and forearm in a straight line and approximately parallel with the floor?			
• When sitting with good back support, is the edge of the chair seat a couple of inches back from your knees?			
• Do chair armrests support your arms and still allow you to get close enough to your desk?			
• Do you avoid resting your arms on sharp edges of the desk?			
• Do you avoid typing with wrists flexed, extended, or deviated to one side?			
II. <b>Viewing</b>	Yes	No	N/A
• Is your VDT screen at eye level or a little lower?			
• Is your VDT directly in front of you so that your head is up and facing forward in a neutral position?			
• If you use bifocals, is the VDT screen low enough for you to read without tilting your head back?			
• Can you read the VDT screen without leaning forward or back in order to focus?			
• Have you adjusted your VDT screen contrast controls for the level most comfortable to you?			
• Do you clean your VDT screen regularly to improve visibility?			
• If performing data entry from written material, do you place the printed material beside the VDT screen and at an elevated angle to avoid continuously turning your head as you work?			
• Do you rest your eyes occasionally to help keep your eyes moist?			
• Have you had an eye exam within the last two years?			
• Do you tell your vision care specialist about the kind of work you do?			

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<b>III. Reaching / Lifting</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
• Do you arrange materials you use most often within easy reach without stretching or twisting?			
• Do you avoid stretching and twisting when lifting?			
• Do you keep objects close to your body when lifting, lowering, or carrying?			
• When reaching low, do you crouch, rather than bend over from the waist, whenever you can?			
• Do you keep frequently used materials, supplies, manuals, and files within easy reach at a height between your knees and shoulders?			
• Do you ask for help with heavy or awkward loads?			

<b>IV. Physical Symptoms of Possible Ergonomic Stress</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Do you occasionally experience...			
• Pain, tenderness, or swelling in the elbow or wrist?			
• Numbness, tingling, or pain in the hands at night or at rest?			
• Loss of feeling, control, or decreased grip strength?			
• Weakening of muscle in the heel of the hand below the thumb?			
• Back or neck pain?			
• Feet or legs falling asleep?			
• Shoulder pain?			
• Headaches?			

The illustrations, instructions and principles contained in the material are general in scope and, to the best of our knowledge, current at the time of publication. No attempt has been made to interpret any referenced codes, standards, or regulations. Please refer to the appropriate code-, standard-, or regulation-making authority for interpretation or clarification. Provided that you always reproduce our copyright notice and any other notice of rights, disclaimers, and limitations, and provided that no copy in whole or in part is transferred, sold, lent, or leased to any third party, you may make and distribute copies of this publication for your internal use.