

- Is the screen the right distance from your eyes?
- Have you had your eyes checked recently?
- Did you tell your eye doctor that you work on a computer?

Document holder

- Is the document holder in a similar plane to the VDT and at the same viewing distance as the screen?
- Are you alternating sides of the screen to place the document holder?

Posture

- Are you sitting properly?
- Are your elbows at an angle of 90 degrees?
- Are your upper arms straight down from the shoulder?
- Are your lower arms parallel to the floor?
- Do your fingers rest naturally on the middle row (home keys) of the keyboard?
- Have you sufficient small-back support?
- Is the middle of the screen approximately 15 to 20 degrees below the horizontal in your line of sight?
- Are your thighs parallel to the ground?
- Are your feet comfortable on the floor or should you consider a footrest?

Seating

- Is your chair stable: i.e. safe from tipping over?
- Does your chair swivel?
- Can your chair be adjusted easily for height?
- Is the backrest of your chair adjustable for both height and angle?
- Does the backrest support the inward curve of your lower back?
- Is the seat adjustable?
- Is the seat surface of your chair well-upholstered and of breathable fabric?