

## **Your workstation checklist**

### **Worksurface**

- There should be sufficient space on your worksurface for all the equipment you need.
- Are all the articles you need within reach?
- Is your keyboard height between 72 to 75 cm from the floor?
- Have you taken steps to give the worksurface a matte finish?
- Do you have at least 65 cm height for your legs?
- Do you have have at least 80 cm space to put your feet?
- Do you have sufficient space for arranging documents, books and personal effects?

### **Lighting**

- Is your workstation positioned so that ceiling fluorescent lights are lengthwise at the side of your desk and VDT and not in front of you?
- Are the ceiling fluorescent lights fitted with diffusers or parabolic louvres?
- Have you eliminated direct reflections from the VDT, keyboard, worksurface, papers, etc?
- Have you minimized other sources of glare and reflections?
- Have you made sure that no excessively bright light is within your field of vision?
- Are there glare sources in your field of vision: lights, windows etc?
- Have you investigated with your supervisor any lighting aids you feel would be desirable (e.g. separate task light for document holder)?

### **Screen**

- Have you adjusted your screen at the right height?
- Is your screen at the right pitch? (tilt)
- Have you adjusted for brightness and contrast?
- Is your screen free of glare or shadows?
- Are the images on your screen sharp, easy to read and do not flicker?