

Instructions: *Using this checklist is one way SJSU Faculty, Staff, and Students can identify, analyze, and control Musculoskeletal Disorder (MSD).*

WORKING CONDITIONS

The workstation is designed or arranged for doing VDT tasks so it allows the employee's . . .	Y	N
A. Head and neck to be about upright (not bent down/back).	<input type="checkbox"/>	<input type="checkbox"/>
B. Head, neck and trunk to face forward (not twisted).	<input type="checkbox"/>	<input type="checkbox"/>
C. Trunk to be about perpendicular to floor (not leaning forward/backward).	<input type="checkbox"/>	<input type="checkbox"/>
D. Shoulders and upper arms to be about perpendicular to floor (not stretched forward) and relaxed (not elevated).	<input type="checkbox"/>	<input type="checkbox"/>
E. Upper arms and elbows to be close to body (not extended outward).	<input type="checkbox"/>	<input type="checkbox"/>
F. Forearms, wrists, and hands to be straight and parallel to floor (not pointing up/down).	<input type="checkbox"/>	<input type="checkbox"/>
G. Wrists and hands to be straight (not bent up/down or sideways toward little finger).	<input type="checkbox"/>	<input type="checkbox"/>
H. Thighs to be about parallel to floor and lower legs to be about perpendicular to floor.	<input type="checkbox"/>	<input type="checkbox"/>
I. Feet to rest flat on floor or be supported by a stable footrest.	<input type="checkbox"/>	<input type="checkbox"/>
J. VDT tasks to be organized in a way that allows employee to vary VDT tasks with other work activities, or to take micro-breaks or recovery pauses while at the VDT workstation.	<input type="checkbox"/>	<input type="checkbox"/>

SEATING

The chair . . .	Y	N
1. Backrest provides support for employee's lower back (lumbar area).	<input type="checkbox"/>	<input type="checkbox"/>
2. Seat width and depth accommodate specific employee (seat pan not too big/small).	<input type="checkbox"/>	<input type="checkbox"/>
3. Seat front does not press against the back of employee's knees and lower legs (seat pan not too long).	<input type="checkbox"/>	<input type="checkbox"/>
4. Seat has cushioning and is rounded/ has "waterfall" front (no sharp edge).	<input type="checkbox"/>	<input type="checkbox"/>
5. Armrests support both forearms while employee performs VDT tasks and do not interfere with movement.	<input type="checkbox"/>	<input type="checkbox"/>

KEYBOARD/ INPUT DEVICE

The keyboard/ input device is designed or arranged for doing VDT tasks so that . . .	Y	N
6. Keyboard/input device platform(s) is stable and large enough to hold keyboard and input device.	<input type="checkbox"/>	<input type="checkbox"/>
7. Input device (mouse or trackball) is located right next to keyboard so it can be operated without reaching.	<input type="checkbox"/>	<input type="checkbox"/>
8. Input device is easy to activate and shape/size fits hand of specific employee (not too big/small).	<input type="checkbox"/>	<input type="checkbox"/>
9. Wrists and hands do not rest on sharp or hard edge.	<input type="checkbox"/>	<input type="checkbox"/>

MONITOR

The monitor is designed or arranged for VDT tasks so that . . .	Y	N
10. Top line of screen is at or below eye level so employee is able to read it without bending head or neck down/back. (For employees with bifocals/trifocals, see next item.)	<input type="checkbox"/>	<input type="checkbox"/>
11. Employee with bifocals/trifocals is able to read screen without bending head or neck backward.	<input type="checkbox"/>	<input type="checkbox"/>
12. Monitor distance allows employee to read screen without leaning head, neck or trunk forward/backward.	<input type="checkbox"/>	<input type="checkbox"/>
13. Monitor position is directly in front of employee so employee does not have to twist head or neck.	<input type="checkbox"/>	<input type="checkbox"/>
14. No glare (e.g., from windows, lights) is present on the screen which might cause employee to assume an awkward posture to read screen.	<input type="checkbox"/>	<input type="checkbox"/>

WORK AREA

The work area is designed or arranged for doing VDT tasks so that. . .	Y	N
15. Thighs have clearance space between chair and VDT table/keyboard platform (thighs not trapped).	<input type="checkbox"/>	<input type="checkbox"/>
16. Legs and feet have clearance space under VDT table so employee is able to get close enough to keyboard/input device.	<input type="checkbox"/>	<input type="checkbox"/>

ACCESSORIES

	Y	N
17. Document holder , if provided, is stable and large enough to hold documents that are used.	<input type="checkbox"/>	<input type="checkbox"/>
18. Document holder , if provided, is placed at about the same height and distance as monitor screen so there is little head movement when employee looks from document to screen.	<input type="checkbox"/>	<input type="checkbox"/>
19. Wrist rest , if provided, is padded and free of sharp and square edges.	<input type="checkbox"/>	<input type="checkbox"/>
20. Wrist rest , if provided, allows employee to keep forearms, wrists and hands straight and parallel to ground when using keyboard/input device.	<input type="checkbox"/>	<input type="checkbox"/>
21. Telephone can be used with head upright (not bent) and shoulders relaxed (not elevated) if employee does VDT tasks at the same time.	<input type="checkbox"/>	<input type="checkbox"/>

GENERAL

	Y	N
22. Thighs have clearance space between chair and VDT table/keyboard platform (thighs not trapped) posture and to make occasional changes in posture while performing VDT tasks.	<input type="checkbox"/>	<input type="checkbox"/>
23. VDT Workstation, equipment and accessories are maintained in serviceable condition and function properly.	<input type="checkbox"/>	<input type="checkbox"/>
PASSING SCORE = "YES" answer on all "working postures" items (A-J) and no more than two "NO" answers on remainder of checklist (1-23). Items marked "NO" should be followed up; for faculty and staff contact Campus Safety Office 924-2155; for students contact Peer Health Education Office Track II at 924-6204		