

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

<b>WORKING CONDITIONS</b>		
The workstation is designed or arranged for doing VDT tasks so it allows the employee's . . .		
A. <b>Head</b> and <b>neck</b> to be about upright (not bent down/back).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
B. <b>Head, neck</b> and <b>trunk</b> to face forward (not twisted).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
C. <b>Trunk</b> to be about perpendicular to floor (not leaning forward/backward).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
D. <b>Shoulders</b> and <b>upper arms</b> to be about perpendicular to floor (not stretched forward) and relaxed (not elevated).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
E. <b>Upper arms</b> and <b>elbows</b> to be close to body (not extended outward).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
F. <b>Forearms, wrists,</b> and <b>hands</b> to be straight and parallel to floor (not pointing up/down).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
G. <b>Wrists</b> and <b>hands</b> to be straight (not bent up/down or sideways toward little finger).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
H. <b>Thighs</b> to be about parallel to floor and <b>lower legs</b> to be about perpendicular to floor.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I. <b>Feet</b> to rest flat on floor or be supported by a stable footrest.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
J. <b>VDT tasks</b> 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.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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

<b>KEYBOARD/ INPUT DEVICE</b>		
The keyboard/ input device is designed or arranged for doing VDT tasks so that . . .		
6. <b>Keyboard/input device platform(s)</b> is stable and large enough to hold keyboard and input device.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. <b>Input device</b> (mouse or trackball) is located right next to keyboard so it can be operated without reaching.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. <b>Input device</b> is easy to activate and shape/size fits hand of specific employee (not too big/small).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. <b>Wrists</b> and <b>hands</b> do not rest on sharp or hard edge.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<b>MONITOR</b>		
The monitor is designed or arranged for VDT tasks so that . . .		
10. <b>Top line</b> 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.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. <b>Employee with bifocals/trifocals</b> is able to read screen without bending head or neck backward.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. <b>Monitor distance</b> allows employee to read screen without leaning head, neck or trunk forward/backward.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

13. <b>Monitor position</b> is directly in front of employee so employee does not have to twist head or neck.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14. <b>No glare</b> (e.g., from windows, lights) is present on the screen which might cause employee to assume an awkward posture to read screen.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### WORK AREA

The work area is designed or arranged for doing VDT tasks so that. . .		
15. <b>Thighs</b> have clearance space between chair and VDT table/keyboard platform (thighs not trapped).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
16. <b>Legs and feet</b> have clearance space under VDT table so employee is able to get close enough to keyboard/input device.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### ACCESSORIES

17. <b>Document holder</b> , if provided, is stable and large enough to hold documents that are used.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
18. <b>Document holder</b> , 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.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
19. <b>Wrist rest</b> , if provided, is padded and free of sharp and square edges.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
20. <b>Wrist rest</b> , if provided, allows employee to keep forearms, wrists and hands straight and parallel to ground when using keyboard/input device.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
21. <b>Telephone</b> can be used with head upright (not bent) and shoulders relaxed (not elevated) if employee does VDT tasks at the same time.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### GENERAL

22. <b>Thighs</b> 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.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
23. VDT Workstation, equipment and accessories are maintained in serviceable condition and function properly.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>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</b>		