

**APPENDIX 10**

**DISPLAY SCREEN EQUIPMENT CHECKLIST**

**Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Workstation:** \_\_\_\_\_

**User:** \_\_\_\_\_

	√ if yes	x if no
<b>Workstation</b>	<input type="checkbox"/>	<input type="checkbox"/>
Tiltable screen	<input type="checkbox"/>	<input type="checkbox"/>
Adjustable brilliance/contrast	<input type="checkbox"/>	<input type="checkbox"/>
Good, non-flickering image	<input type="checkbox"/>	<input type="checkbox"/>
Tiltable keyboard	<input type="checkbox"/>	<input type="checkbox"/>
Matt keys, legible symbols	<input type="checkbox"/>	<input type="checkbox"/>
<b>Desk</b>		
Large enough for flow of work	<input type="checkbox"/>	<input type="checkbox"/>
Matt (non-shiny) surface or mat	<input type="checkbox"/>	<input type="checkbox"/>
Document holder (if appropriate)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Seating</b>		
Adjustable height	<input type="checkbox"/>	<input type="checkbox"/>
Adjustable back	<input type="checkbox"/>	<input type="checkbox"/>
Good lumbar support	<input type="checkbox"/>	<input type="checkbox"/>
Footrest available (if necessary)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Environment</b>		
No trailing leads	<input type="checkbox"/>	<input type="checkbox"/>
Blinds to windows	<input type="checkbox"/>	<input type="checkbox"/>
Diffusers to lights	<input type="checkbox"/>	<input type="checkbox"/>
Reasonable noise levels	<input type="checkbox"/>	<input type="checkbox"/>
Reasonable temperature and humidity	<input type="checkbox"/>	<input type="checkbox"/>
Desk light (if necessary)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Staff</b>		
Informed of risks	<input type="checkbox"/>	<input type="checkbox"/>
Trained to adopt good position	<input type="checkbox"/>	<input type="checkbox"/>
Work organised with rest breaks	<input type="checkbox"/>	<input type="checkbox"/>
Aware of availability of eye tests	<input type="checkbox"/>	<input type="checkbox"/>

**ADDITIONAL COMMENTS** .....

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**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_