

PERSONAL PLAN FOR COMFORT & HEALTH AT MY VDT WORK STATION

For each of the items listed below, choose one or more of the following responses:

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|---|---------------------------------------|
| a. Presently do or have | b. Will start or check on immediately |
| c. Want to do, but need more information or training. | d. Need to discuss with my supervisor |
| | e. Would like to have |

- 1. Chair is adjusted so that my:
 - Feet are flat on the floor or on a footrest
 - Upper legs are approximately parallel to the floor.
 - Back is comfortably supported when keying.

- 2. Keyboard is easily adjusted so that my:
 - Upper arms are comfortably at my side.
 - Forearms are approximately parallel with the floor.
 - Fingers are slightly curled without bending the wrist to the side.
 - I land my hands periodically on a palm or wrist rest during pauses.
 - Wrists are straight with knuckles slightly raised above forearms.
 - Mouse as at the same level and distance as the keyboard.

- 3. VDT monitor is arranged so that:
 - The top of the screen is below eye level and a comfortable height.
 - Screen contrast, brightness, and colors are adjusted for eye comfort.
 - Glare and reflections are reduced by monitor tilting/positioning, hoods or anti-glare screens, drapes or light reflectors.

- 4. Work station layout is arranged so that:
 - There is adequate space for efficient and comfortable completion of tasks.
 - Reference manuals, or materials are easily accessible and can be comfortably positioned when referred to while keying or using the telephone.
 - There is adequate space for writing and reading tasks.
 - Office supplies, equipment and files are adequately arranged.
 - Document holders are at the same viewing distance as the monitor and are positioned to reduce head twisting.

- 5. Personal VDT health habits include:
 - Changing my work position throughout the day.
 - Periodically stretching muscles in the back, legs, shoulders, arms, neck, wrists and fingers. Standing up.
 - Maintaining an exercise and lifestyle outside the office that supports good work fitness.
 - Looking away from the screen periodically and momentarily focus on a distant object, blinking and following prolonged periods of concentration
 - Having vision checked and corrected regularly.

- 6. Other work comfort and health issues (list)

If you have discovered areas that need to be changed in your work setting, you should discuss them with your supervisor and together start a course of corrective action. The sooner the better.