



**OFFICE**

Task:

Company:

Date:

Observations:

**Computer**

- The top edge of the screen is above the level of the user's eyes.
- The visual distance between the screen and the eyes is <40 cm.
- The screen is not in front of the user.
- The keyboard is not in front of the user.
- The keyboard tilt is not adjustable and/or does not remain stable in the chosen position.
- The horizontal distance between the front edge of the table and the keyboard is <10 cm.
- The mouse is not designed for left-handed people to comfortably handle it.
- When using the mouse, the forearm cannot be supported on the work surface or the arm is excessively stretched.
- The worker has difficulty reading the information on the screen due to the small size of the characters, the unstable image or an improper adjustment of brightness and contrast between the screen background and the characters.
- The worker has difficulty reading documents (in paper) when working with display screens (for example, in data entry tasks), due to factors such as the character size or the contrast between the characters and the document background.

## Chair

- Some accessible parts of the chair may have rough edges, protrusions or coatings which might cause injuries.
- The chair is not stable and may fall over when leaning on the edge of the seat, the back, or one of the armrests.
- The seat or back are not padded or are made of a non-breathable material.
- The chair does not have a swiveling seat
- The base of the chair does not have 5 legs on rolling casters.
- The seat height is not adjustable while seated.
- The seat back is not adjustable while seated.
- The dimensions of the back do not support the back properly.
- When the worker leans back completely on the chair back, the seat edge will press the back of the legs.
- The chair does not have armrests.
- The armrests hit the edge of the table and prevent the user from getting closer to it.

## Table

- The edges and corners are not rounded or there are protrusions that can cause injuries.
- There are drawers or cross planks below the central part of the board.
- The table does not have a matte finish and is not a soft color.
- The table height is approximately the height of the user elbows when seated.
- The free space under the table is not enough to accommodate the user.
- The surface of the main board is not enough to place all the work elements and to perform the task comfortably.

### Accessories

- The worker does not have a footrest in case needed (to use it, for example, when the feet are not entirely supported on the ground once the seat height has been properly adjusted with respect to the height of the table).
- There is no special support or holder to place documents in those tasks that require reading often.

### Environment

- Workers think that the light level is not sufficient to perform the task comfortably.
- The visual field of the worker includes bright light sources that produce direct glare (ceiling lights, windows, auxiliary lamp of a nearby workstation, etc.).
- The visual field of the worker includes reflections that produce indirect glare (from the screen, keyboard, desk, other computers, floor, etc.).
- The noise level in the office is so high that it interferes with the communication or concentration of the workers.
- Workers think that the temperature in the workplace is not suitable.
- In the space that surrounds the table where the chair of the worker is the minimum free surface is  $<2 \text{ m}^2$ , or the distance between the frontal edge of the table and the closest obstacle behind the worker is  $<115 \text{ cm}$ .

### Organization

- The organization of the work, the task and the furniture arrangement do not promote voluntary change of posture.
- The worker has not been trained about the risks involved in the job and the preventive measures associated with them.
- Workers do not have instructions for use of the working elements (computer, desk chair, etc.) so that they can adjust their workstation.