

## HAZARD IDENTIFICATION for VISUAL DISPLAY UNITS

Assessed by: \_\_\_\_\_ Machine/Area ID: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_

HAZ. No.	COMMENTS
	<b><u>The notes contained in the introduction to this section and relevant Codes of Practice should be read in conjunction with these assessments.</u></b>
1	Special provisions provided to employees - Loss / deterioration of sight, fatigue, stress and the like.
2	Operator & computer interface - Eyesight / ergonomic problems etc.
3	Workstation environment - Deterioration of sight, fatigue, stress and the like
4	Seating & posture - Back / limb injury or discomfort, eyestrain and the like.
5	Work chairs - Back / limb injury or discomfort.
6	Work desk surface - Eye / body discomfort, slips, trips and falls.
7	Display screen - Eyestrain or manual handling injuries
8	Keyboard - Eye/wrist/hand/arm discomfort or injury.
9	Others

# RISK ASSESSMENT

## SHEET No. 1

The notes at the beginning of this section and the relevant Codes of Practice should be read in conjunction with these Assessments.

Hazard No.	LIKELY CONSEQUENCES	LIKELY SEVERITY	CONTROL MEASURES
1	<p><b>Special Provisions provided to Employees</b> Loss / deterioration of sight, fatigue, stress and the like.</p>	Medium	<ol style="list-style-type: none"> <li>1. VDU operators have an eyesight or eye test made available to them.</li> <li>2. VDU operators are trained in the use of the workstation.</li> <li>3. VDU operators receive awareness training covering the possible risks involved in display screen work.</li> <li>4. There is a system of permitted breaks in place with a designated break area away from workstations.</li> </ol>
2	<p><b>Operator &amp; Computer Interface</b> Eyesight / ergonomic problems etc.</p>	Medium	<ol style="list-style-type: none"> <li>1. The software is suitable for the task, easy to use and adaptable to the employee's level of knowledge and experience.</li> <li>2. The pace of screen information is adjustable by the employee.</li> <li>3. The employees are trained in the use of the software.</li> </ol>
3	<p><b>Workstation Environment</b> Deterioration of sight, fatigue, stress and the like</p>	Medium	<ol style="list-style-type: none"> <li>1. There is enough space for the employee to change position and vary movement.</li> <li>2. The room and workstation are adequate for both the task and employee.</li> <li>3. The workstation is adjustable to avoid glare and reflections.</li> <li>4. Windows have adjustable blinds or coverings as necessary.</li> <li>5. Workstations are free from excessive noise.</li> <li>6. The equipment does not produce excessive heat.</li> <li>7. Radiation is below regulatory levels. (Refer to manual)</li> <li>8. The temperature and ventilation levels provide a comfortable working atmosphere.</li> </ol>
4	<p><b>Seating &amp; Posture</b> Back / limb injury or discomfort, eyestrain and the like.</p>	High to Medium	<ol style="list-style-type: none"> <li>1. Seat backs are adjustable.</li> <li>2. Good lumbar support is provided.</li> <li>3. Seat height is adjustable.</li> <li>4. There is no excess pressure on underside of thighs and back of knees.</li> <li>5. Foot support is provided to VDU operators if needed.</li> <li>6. VDU operators are instructed not to place obstacles under desks so restricting movement.</li> <li>7. VDU operators are encouraged to keep forearms approximately horizontal with minimal extension or deviation of wrists.</li> <li>8. Screen height and angle allow for comfortable head position.</li> <li>9. Sufficient space is provided in front of keyboard to support hands and wrists during pauses in keying.</li> </ol>
5	<p><b>Work Chairs</b> Back / limb injury or discomfort.</p>	High to Medium	<ol style="list-style-type: none"> <li>1. The chair is stable.</li> <li>2. The chair allows for ease of movement and a comfortable position.</li> <li>3. VDU operators are instructed to place their feet flat on the floor.</li> <li>4. A footrest is available if needed.</li> </ol>
6	<p><b>Work Desk Surface</b> Eye / body discomfort, slips, trips and falls.</p>	Low	<ol style="list-style-type: none"> <li>1. The work surface has low reflection and it is large enough for all equipment.</li> <li>2. A stable and adjustable document holder is provided.</li> <li>3. The work is positioned to minimise head / eye movements.</li> <li>4. There is enough space for employees to find a comfortable position.</li> <li>5. The electrical cables / equipment are in good condition.</li> </ol>

## RISK ASSESSMENT

### SHEET No. 2

The notes at the beginning of this section and the relevant Codes of Practice should be read in conjunction with these Assessments.

Hazard No.	LIKELY CONSEQUENCES	LIKELY SEVERITY	CONTROL MEASURES
			6. The cables are tidy.
7	<b>Display Screen</b> Eyestrain or manual handling injuries	Low	<ol style="list-style-type: none"> <li>1. The display characters are easily read and of suitable size.</li> <li>2. The screen is free from flickering.</li> <li>3. There are controls for brightness / darkness and for changing display position.</li> <li>4. The screen is free from glare and reflections and is it capable of being tilted and swivelled.</li> <li>5. A screen cleaning kit is provided.</li> </ol>
8	<b>Keyboard</b> Eye/wrist/hand/arm discomfort or injury.	Medium to Low	<ol style="list-style-type: none"> <li>1. The keyboard characters are easily identifiable and the keyboard is on a flat surface.</li> <li>2. The layout of keys is easy to use and the symbols easy to read.</li> <li>3. There is enough space in front of the keyboard to rest the wrists and arms.</li> <li>4. The keyboard is tiltable and separate from the screen allowing the user to find a comfortable working position.</li> </ol>
9	<b>Others</b>		<ol style="list-style-type: none"> <li>1. .</li> <li>2. .</li> <li>3. .</li> <li>4. .</li> </ol>