**QUESTIONNAIRE FOR WORKERS UYESNG MONITOR (VDT)**

**ATTACHMENT SS2 FOR A CORRECT RISK ASSESSMENT**

**PURSUANT TO TITLE VII OF LEGISLATIVE DECREE 81/2008**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Individual form of : | | | | | | | | | | | | |
| Work location address : | | | | | | | | | | | | |
| **Average daily working hours with VDT:** | | | | | **Total weekly working hours with VDT:** | | | | | | | |
| Bookrest | 🞎No, not needed | | 🞎 No, would serve | | | | 🞎 Yes, is needed | | 🞎 Yes, i need it | | | |
| Document holder | | 🞎 Yes, stable | | 🞎 Yes, not very stable | | | | 🞎 No | | 🞎 I need it | | |
| Footrest | | 🞎 Yes | 🞎 No | | | 🞎 Yes, I don't use it | | | | 🞎 No, I need it | | |
| **CHAIR** | | | | | | | | | | | Yes | No |
| The seat is equipped with a swivel mechanism so that it can be moved easily according to the user's needs | | | | | | | | | | | 🞎 | 🞎 |
| The seat is comfortable, stable, height-adjustable and allows the operator freedom of movement | | | | | | | | | | | 🞎 | 🞎 |
| The height-adjustable backrest (50 cm above the seat) | | | | | | | | | | | 🞎 | 🞎 |
| The tilt-adjustable backrest | | | | | | | | | | | 🞎 | 🞎 |
| The seat top and backrest are profiled and bevelled | | | | | | | | | | | 🞎 | 🞎 |
| The seat features semi-rigid padding and a breathable cover | | | | | | | | | | | 🞎 | 🞎 |
| **WORK SURFACE** | | | | | | | | | | | Yes | No |
| Sufficient size to allow flexible arrangement of screen, keyboard, accessory material (at least 120x80 cm) | | | | | | | | | | | 🞎 | 🞎 |
| The height is adequate (between 70-80 cm) | | | | | | | | | | | 🞎 | 🞎 |
| The surface is reflective | | | | | | | | | | | 🞎 | 🞎 |
| The depth of the table top is sufficient to ensure adequate viewing distance from the screen | | | | | | | | | | | 🞎 | 🞎 |
| The table is stable and vibration-free when typing on the keyboard | | | | | | | | | | | 🞎 | 🞎 |
| There is adequate space under the table for leg movements and for inserting the seat | | | | | | | | | | | 🞎 | 🞎 |
| The workstation is well dimensioned and set up to allow for position changes and operational movements | | | | | | | | | | | 🞎 | 🞎 |
| **ILLUMINATION** | | | | | | | | | | | Yes | No |
| General and specific lighting (table lamp) provides sufficient illumination and appropriate contrast between the screen and its surroundings | | | | | | | | | | | 🞎 | 🞎 |
| There are anti-glare or shielded grid lamps mounted parallel to the windows and arranged to the side of the workplace | | | | | | | | | | | 🞎 | 🞎 |
| **MONITOR** | | | | | | | | | | | Yes | No |
| Not adjustable | | | | | | | | | | | 🞎 | 🞎 |
| Adjustable in distance (screen/operator eye distance of 50-70 cm) | | | | | | | | | | | 🞎 | 🞎 |
| Height adjustable (upper screen edge slightly lower than the operator's eye line) | | | | | | | | | | | 🞎 | 🞎 |
| Tilt adjustable | | | | | | | | | | | 🞎 | 🞎 |
| Adjustable in rotation | | | | | | | | | | | 🞎 | 🞎 |
| Presence of reflections on the screen | | | | | | | | | | | 🞎 | 🞎 |
| **KEYBOARD AND POINTING DEVICES**  Keyboard is separated from the screen and equipped with a tilt mechanism | | | | | | | | | | | Yes | No |
| The work surface space allows forearms to rest in front of the keyboard | | | | | | | | | | | 🞎 | 🞎 |
| The keyboard has an anti-glare matt surface | | | | | | | | | | | 🞎 | 🞎 |
| The symbols on the keyboard are sufficiently contrasted to be readable | | | | | | | | | | | 🞎 | 🞎 |
| The mouse or any pointing device supplied with the workstation is placed on the same plane as the keyboard, in an easily accessible position and has sufficient space for use | | | | | | | | | | | 🞎 | 🞎 |
| **TYPE OF SCREEN CHARACTERS** | | | | | | | | | | | Yes | No |
| Well defined, stable | | | | | | | | | | | 🞎 | 🞎 |
| Clearly legible | | | | | | | | | | | 🞎 | 🞎 |
| Blurred | | | | | | | | | | | 🞎 | 🞎 |
| Too small or too crowded | | | | | | | | | | | 🞎 | 🞎 |
| Flickering or unstable | | | | | | | | | | | 🞎 | 🞎 |
| **SCREEN ADJUSTABILITY** | | | | | | | | | | | Yes | No |
| Contrast | | | | | | | | | | | 🞎 | 🞎 |
| Brightness | | | | | | | | | | | 🞎 | 🞎 |
| Colour temperature | | | | | | | | | | | 🞎 | 🞎 |
| Resolution (via software) | | | | | | | | | | | 🞎 | 🞎 |
| Character colour (via software) | | | | | | | | | | | 🞎 | 🞎 |
| Background colour (via software) | | | | | | | | | | | 🞎 | 🞎 |
| Other | | | | | | | | | | | 🞎 | 🞎 |
| **PORTABLE PC** | | | | | | | | | | | Yes | No |
| Prolonged use of Notebooks? | | | | | | | | | | | 🞎 | 🞎 |
| If yes, provision of an external keyboard and mouse as well as a suitable stand to enable correct positioning of the screen | | | | | | | | | | | 🞎 | 🞎 |
| Date of compilations\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Interested person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of the interested person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |

Attention!

* The documentation, duly completed, signed and complete with the necessary annexes, must be sent to the Security Office via the University's computerized document management system (Titulus); those who do not have access to the aforementioned computer system must send the aforementioned forms to the Secretariat of the structure they belong to.
* For any doubts about filling in the forms, please contact the following numbers: 0332 219051 – 9050 - 9317 or 031 2389346