Investigation of the workplace environment and work equipment used – Questionnaire S7

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Dear respondent, Both the design of the workplace environment and the work equipment used can be contributing factors in problems in indoor workplaces. This questionnaire is intended to help narrow down the causes of any health complaints. If there are differences between the workrooms, this questionnaire should be completed separately for each workroom. Please provide as much detail as possible.
Place of work (name, address): **Department:** **Specific workplace:** **Questionnaire completed by:** **Date completed:**

1 Workplace environment

1.1 Does the floor area of the workroom provide sufficiently dimensioned functional areas for users and furniture as well as circulation areas?

Generally speaking, each office workstation should have an area of no less than 8 to 10 m², including standard furniture and its part of the circulation area; in open-plan offices, the area per workstation should be no less than 12 to 15 m² as more circulation area is needed and there are more annoyance factors.

☐ Yes ☐ No

1.2 Does the workroom have an adequate height?

Room floor area	Room height
< 50 m²	2.50 m minimum
> 50 m²	2.75 m minimum
> 100 m²	3.00 m minimum
> 2,000 m²	3.25 m minimum

☐ Yes ☐ No

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2 Desk

2.1 Is the work surface large enough?

The work surface should be at least 1.60 m x 0.80 m or larger depending on the work task and the required work equipment.

☐ Yes   ☐ No

2.2 Is the desk the right height?

The desk should be height-adjustable between 65 and 85 cm or preferably < 62 cm and 85 cm. Non-adjustable desks should have a height of 74 ± 2 cm. Ideally, the desk should be designed for seated and standing work and be height-adjustable between 65 cm and 125 cm or preferably < 62 cm to 125 cm.

☐ Yes   ☐ No

2.3 Is there sufficient, unobstructed legroom?
The legroom should have a width of at least 85 cm or preferably 120 cm or more.

☐ Yes   ☐ No

2.4 Does the surface of the desk make for a pleasant room appearance?

The desk should be matt to semi-matt, i.e. not glossy.
The desk should be neither too dark, nor too bright.

☐ Yes   ☐ No

3 Work chair

3.1 Does the work chair have sufficient height adjustability?

The work chair should be height-adjustable between 40 and 51 cm at least.

☐ Yes   ☐ No

3.2 Does the work chair have easy-to-reach and easy-to-use adjustment mechanisms?

☐ Yes   ☐ No

3.3 Does the shape of the backrest support the spine, particularly by means of a lumbar support at the lower and middle sections of the spine?

☐ Yes   ☐ No

3.4 Does the work chair have a permanently tiltable backrest to support the back in all sitting positions (seated forward, in the middle or back)?

☐ Yes   ☐ No

3.5 Does the top edge of the backrest reach up to the shoulder blades?

☐ Yes   ☐ No

3.6 Is the seat pan large enough to guarantee sufficient freedom of movement?

☐ Yes   ☐ No

3.7 Are there armrests (if requested)?

☐ Yes   ☐ No

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4   **Display screen equipment**

4.1   Does the screen use positive display?

☐ Yes   ☐ No

4.2   Is the display flicker-free?

☐ Yes   ☐ No

4.3   Is the display on the screen clear, sharp and undistorted?

☐ Yes   ☐ No

4.4   Are the characters large enough?

3.2 to 4.5 mm character height for a viewing distance of 50 cm;
3.9 to 5.5 mm character height for a viewing distance of 60 cm;
4.5 to 6.4 mm character height for a viewing distance of 70 cm;
5.2 to 7.3 mm character height for a viewing distance of 80 cm

☐ Yes   ☐ No

4.5   Are the characters clearly legible?

There should be sufficient contrast between the characters and the background. The characters should have good proportions, line thickness and clarity. There should be adequate spaces between characters.

☐ Yes   ☐ No

4.6   Are only a few, adequately distinguishable colours used?

☐ Yes   ☐ No

4.7   Does the screen provide effective anti-glare protection?

☐ Yes   ☐ No

4.8   Does the display screen have non-shiny casing?

☐ Yes   ☐ No

4.9   Can the display screen equipment be installed in any position and turned and tilted to any position?

☐ Yes   ☐ No

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5 Keyboard

5.1 Can the keyboard be installed in any position?

☐ Yes ☐ No

5.2 Is the keyboard thin and slightly/not tilted?

☐ Yes ☐ No

5.3 Is the keyboard depth ≤ 30 mm (middle row of keys)?

☐ Yes ☐ No

5.4 Is the keyboard surface matt, with light-coloured keys and dark labelling?

☐ Yes ☐ No

5.5 Are the keys labelled with the stipulated functions and are they adequately spaced and large enough?

☐ Yes ☐ No

6 Other input devices

6.1 Can the user operate the mouse in a normal body and hand position and does the mouse have a suitable, non-slip, thin mousepad?

☐ Yes ☐ No

6.2 Is the graphics tablet well laid-out and easy to use?

☐ Yes ☐ No

7 Printers and copiers

7.1 Are frequently used printers and copiers installed centrally – in a separate room, if possible?

☐ Yes ☐ No

7.2 Are the printers and copiers regularly maintained?

☐ Yes ☐ No

8 Software

8.1 Is the employees' subjective opinion of the software positive?

☐ Yes ☐ No

8.2 Did the employees receive training on how to use the software?

☐ Yes ☐ No

8.3 Is easy-to-understand guidance (tutorials, help wizards, adequate number of manuals) available on how to use the software?

☐ Yes ☐ No

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9   **Positioning of work equipment**

9.1   Is frequently used work equipment located centrally in the field of vision and reach envelope?

☐ Yes   ☐ No

9.2   Where an employee has a permanent (seated) workplace, does the user space have a width and depth of at least 1 m and at least 1.5 m² of unobstructed space to move around in?

☐ Yes   ☐ No

9.3   Is the top line on the screen beneath the horizontal line of vision?

☐ Yes   ☐ No

9.4   Is the viewing distance from the screen correct?

For routine office tasks, the viewing distance should be between 50 and 65 cm
(the appropriate character sizes are given in 4.4).

☐ Yes   ☐ No

9.5   Is there a document holder for employees whose work frequently involves paper documents?

☐ Yes   ☐ No

9.6   Is the space in which the ball of the hand rests in front of the input devices 10 to 15 cm deep?

☐ Yes   ☐ No

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10 **Musculoskeletal workload**

10.1 Where activities are performed over long periods, is constrained posture (e.g. unfavourable inclination of the head, unfavourable rotation of the torso) prevented?

☐ Yes ☐ No (please specify activity)

10.2 Can employees stand up and walk around regularly during their working hours and, ideally, adjust their desk to standing height?

☐ Yes ☐ No (please specify activity)

10.3 Is there an ergonomically designed office work chair to facilitate a dynamic sitting posture with a backrest that supports the back?

☐ Yes ☐ No

10.4 Do the upper arm and forearm form an angle of 90° or more during the activity?

☐ Yes ☐ No

10.5 In the seated position, are the thighs approximately horizontal to the floor?

☐ Yes ☐ No

10.6 In the seated position, is the angle between the upper and lower leg 90° or more?

☐ Yes ☐ No

10.7 In the seated position, can the feet be placed firmly on the ground?

☐ Yes ☐ No

10.8 If not, is there an adjustable footrest to compensate for the gap between the feet and the floor?

☐ Yes ☐ No

11 **Have the employees been offered an occupational medical examination for people who work at display screen workstations in accordance with the relevant DGUV policy document (G37)?**

☐ Yes ☐ No

12 **Have the employees been given appropriate and sufficient instruction on the following points?**

12.1 Ergonomically correct adjustment of office work chairs and desks and correct seated/standing posture?

☐ Yes ☐ No

12.2 Ergonomically correct adjustment and positioning of work equipment?
(display screen, keyboard, footrest, etc.)

☐ Yes ☐ No

12.3 Working with the software used?

☐ Yes ☐ No