13. **Monitor position** is directly in front of employee so employee does not have to twist head or neck.	Yes ☐	No ☐
14. **No glare** (e.g., from windows, lights) is present on the screen which might cause employee to assume an awkward posture to read screen.	Yes ☐	No ☐

WORK AREA		
The work area is designed or arranged for doing VDT tasks so that. . .		
15. **Thighs** have clearance space between chair and VDT table/keyboard platform (thighs not trapped).	Yes ☐	No ☐
16. **Legs** and **feet** have clearance space under VDT table so employee is able to get close enough to keyboard/input device.	Yes ☐	No ☐

ACCESSORIES		
17. **Document holder**, if provided, is stable and large enough to hold documents that are used.	Yes ☐	No ☐
18. **Document holder**, if provided, is placed at about the same height and distance as monitor screen so there is little head movement when employee looks from document to screen.	Yes ☐	No ☐
19. **Wrist rest**, if provided, is padded and free of sharp and square edges.	Yes ☐	No ☐
20. **Wrist rest**, if provided, allows employee to keep forearms, wrists and hands straight and parallel to ground when using keyboard/input device.	Yes ☐	No ☐
21. **Telephone** can be used with head upright (not bent) and shoulders relaxed (not elevated) if employee does VDT tasks at the same time.	Yes ☐	No ☐

GENERAL