





## Risk assessment for workplaces with display screen equipment

according to Sections 5 and 6 *Arbeitsschutzgesetz* (ArbSchG – Safety and Health at Work Act)

To be completed by workplace user:			
<b>Work area:</b> e.g., FB/ZE/Dez.		<b>Building no.:</b>	
		<b>Room no.:</b>	
<b>User:</b> —	<b>Title:</b>	<b>Phone:</b>	
	<b>First name:</b>	<b>Email:</b>	
	<b>Surname:</b>	<b>Average daily time spent working with display screen equipment</b>	<b>hr(s)</b>

No.	Risks and/or impairments	applies	does not apply	no longer applies	no assessment possible
<b>1</b>	<b>Required space in office room</b>				
<b>1.1</b>	Is your office and your workplace in the office sufficiently large? <ul style="list-style-type: none"> <li>Free space in front of <u>all</u> pieces of furniture must be at least 80 cm deep;</li> <li>Free area of movement at your personal workspace is at least 1.5 m<sup>2</sup>.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>1.2</b>	Does your office provide a view to the outside?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>1.3</b>	Is your workstation set up in such a way that you are not facing the window but a side wall instead?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>1.4</b>	Are tripping hazards avoided?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>2</b>	<b>Worktable</b>				
<b>2.1</b>	Is the work surface sufficiently large? <ul style="list-style-type: none"> <li>A minimum surface area of 160 cm x 80 cm and a height of 72 cm are recommended</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>2.2</b>	Is it possible to adjust the worktable to your size?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>2.3</b>	Is the available work surface in front of the monitor at least 80 cm deep?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>2.4</b>	Are the surfaces free from glare and reflection?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>2.5</b>	Is the leg room in the area of the swivel chair sufficient? <ul style="list-style-type: none"> <li>At least 58 cm wide</li> <li>At least 60 cm deep</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>3</b>	<b>Office chair and alternative seating</b>				
<b>3.1</b>	Are your chair and worktable adjustable in such a way that your thigh and lower legs are at a right angle when your feet touch the ground and are your lower arms horizontal when you use the 	<input type="checkbox"/>	<input type="checkbox"/>		

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	keyboard? ©: dguv				
3.2	Do your feet touch the ground in a right angle without having to use a footrest? If not, do you have a footrest at your disposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	Does your office swivel chair have 5 legs/casters?	<input type="checkbox"/>	<input type="checkbox"/>		
3.4	Can you adjust the height of your office chair between 42 and 53 cm?	<input type="checkbox"/>	<input type="checkbox"/>		
3.5	Is your office chair equipped with a height-adjustable backrest?	<input type="checkbox"/>	<input type="checkbox"/>		
3.6	Is there enough room to change position and vary movement? Please check your office chair in this respect.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
					
<b>4 Monitor</b>					
4.1	Is the distance between your eyes and the monitor at least 50 cm?	<input type="checkbox"/>	<input type="checkbox"/>		
4.2	Is the uppermost line on the screen significantly lower than your eye level?	<input type="checkbox"/>	<input type="checkbox"/>		
<p>Using the following set up, your vision will be improved:</p> <ul style="list-style-type: none"> <li>Adjust font size and focus for clear and easy reading.</li> <li>Adjust contrast and brightness of the screen.</li> <li>Set up the monitor in such a way that you face it directly without having to turn your upper body.</li> <li>Select a positive display mode (i.e., dark characters on a light background).</li> <li>Use the seeing aids provided.</li> </ul>					
<b>5 Notebook (Laptop)</b>					
5.1	Have you been given an additional computer mouse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.2	Have you been given an additional keyboard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>6 Keyboard</b>					
6.1	Is the available work surface in front of the keyboard at least 5 to 10 cm to provide support for your wrists when typing?	<input type="checkbox"/>	<input type="checkbox"/>		
6.2	Can you set up your keyboard at an angle?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>7 Working with display screen equipment</b>					
7.1	Is it possible to take short breaks and do other tasks when working with display screen equipment?	<input type="checkbox"/>	<input type="checkbox"/>		
7.2	Is it possible to work in a relaxed and upright body posture?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>8 Lighting</b>					
8.1	Is the lighting suitable, i.e., not too bright or too dim to work comfortably? • Horizontal illuminance at your workplace should be at least 500 lux.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
8.2	Is incoming daylight complemented by an additional workplace light source?	<input type="checkbox"/>	<input type="checkbox"/>		
8.3	Are there curtains or blinds to reduce light irradiation?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>9 Noise</b>					
9.1	Does your workplace feel sufficiently noise-protected?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

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9.2	Are you able to orally communicate and concentrate without feeling negatively affected by surrounding noise? <ul style="list-style-type: none"> <li>• High requirements on concentration <math>\leq 55</math> dB(A) (approx. conversation noise level)</li> <li>• Medium requirements on concentration <math>\leq 70</math> dB(A) (approx. car noise level)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>10</b>	<b>climate</b>				
10.1	Are drafts avoided?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
10.2	Does the office air humidity level feel comfortable?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>11</b>	<b>Equipment safety</b>				
11.1	Are the electrical devices checked regularly? (Refer to inspection label)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
11.2	Are all cables sufficiently long to work freely?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>12</b>	<b>Occupational health care</b>				
12.1	Did you know that you can make use of occupational health care services regularly (every 3 years) offered by the Medical Service (MAS)?	<input type="checkbox"/>	<input type="checkbox"/>		
12.2	When did you have your last occupational health care examination for working with display screen equipment?	Month:    Year:			
12.3	Should you have marked (ticked) the answer <i>no</i> in 12.1, please contact Ms Mönkehues ( <a href="mailto:dita.moenkehues@tu-darmstadt.de">dita.moenkehues@tu-darmstadt.de</a> ) at Unit IV A – Occupational Safety, to enter your tasks in the occupational health care file.				

The following fields need to be completed by the respective superior!			
<b>Result:</b>	<input type="checkbox"/>	All questions have been answered by marking yes. No issues have been reported; thus, no measures are required.	
	<input type="checkbox"/>	Issues (measures required, enter below)	
<b>Date [dd/mm/yyyy], signature of superior:</b>			
<b>Issues by no.</b>	Description of measures	Date completed:	Notes:

Should you prefer personalised feedback and advice in this matter, please contact our Senior Occupational Safety Specialist, Susanne Schienbein ([susanne.schienbein@tu-darmstadt.de](mailto:susanne.schienbein@tu-darmstadt.de)).

This risk assessment must be retained and filed by the respective superior.