

## Questionnaire on VDU work

This questionnaire is largely taken from the VHP publications “RSI bij beeldschermwerk; preventie en reïntegratie” [RSI and VDU work; prevention and reintegration] (published by Kerckebosch)

Website: <http://www.bondgenoten.fnv.nl/vgwm>

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By completing this questionnaire, you can gain a clear picture of the possible pressure points in your own work situation.

The questionnaire contains seven blocks:

1. Work pressure
2. Working hours and (micro) breaks
3. VDU screen, keyboard and the mouse
4. Chair, desk and accessories
5. Lighting, sound and climate
6. Sitting posture and working technique
7. Home situation.

For each of the questions you can answer yes or no, and sometimes n/a. Each answer scores points. The greater the number of points scored, the greater the strain involved. For each block, the score for the critical area is indicated.

Green	Maximum for people with physical complaints.
Orange	Maximum for people without physical complaints.
Red	Always try to prevent.

Prior to the seven blocks, there are several supplementary questions which are not part of the aforementioned 'assessment system'. These background questions describe your work situation and your pattern of complaints. Where necessary, the questions are accompanied by recommendations and comments, in italics.

If you have any queries, please contact the occupational health adviser on 49001 or 49002. If there is no answer then please phone 49008.

<b>VDU screen, keyboard and mouse</b>		yes	no	n/a
1.	I can tilt my VDU screen backwards and forwards	0	1	
2.	For colour screens, the three colours mix well. <i>This can be checked by placing a white symbol in the corner of the screen. The symbol should be genuinely white, without a coloured edge.</i>	0	1	0
3.	I also have to look at very small symbols on the screen. <i>Often, as result of this, my head leans forward, towards the screen to be able to see the symbols better.</i>	1	0	
4.	I work with a laptop or notebook for more than two hours per day.	1	0	
5.	I can place the keyboard/mouse where I want. <i>For example is the cable long enough?</i>	0	1	
6.	During intensive use of the mouse, my mouse is placed such that the lower arm is supported.			
7.	My mouse settings are very sensitive. <i>If a small hand movement / movement of the mouse causes a large movement of the cursor, this often means that the mouse is held too tightly.</i>	2	0	
8.	My mouse often 'sticks'. <i>This can mean that the mouse is dirty inside (remove ball and clean). Sometimes the mouse mat is too smooth.</i>	1	0	
9.	I am left-handed and I have a modified mouse at my disposal. <i>The buttons on the mouse are changed around, so that you too can click with your index finger.</i>	0	1	0
<b>Chair, desk and accessories</b>		yes	no	
1.	My chair is comfortable.	0	1	
2.	My chair and desktop can be properly adjusted to the correct height. <i>The chair should be adjusted such that the arm supports are at the same height as the upper surface of the desk. The upper and lower arm should then form a 90° angle.</i>	0	2	
3.	The thickness of my work surface (including the frame beneath it) is less than 5 cm. <i>If the work surface is too thick when the chair is properly adjusted, there may be too little legroom between the work surface and the thighs.</i>	0	2	
4.	The arm supports of my chair can be adjusted in height.	0	2	
5.	The surface of my desk is sufficiently large and there is nothing in the way. <i>There must be sufficient room to be able to lay out your papers.</i>	0	1	
6.	I can place the VDU screen at sufficient distance from my eyes.  Size of VDU screen 14 inch 15 inch 17 inch 19 inch 21 inch	0		1
	Recommended viewing distance 50-70 cm 55-75 cm 60-85 cm 70-95 cm 75-105 cm			
7.	I can sit directly in front of the VDU screen	0	1	

8.	Under my desk I have sufficient legroom. <i>There is sufficient room to place the legs and feet without bumping into drawers, bins, desk legs etc. or having to sit at an angle.</i>	0	1	
9.	Should I need it, a good document holder is available. <i>A good document holder is placed immediately next to or in front of the VDU screen and is stable.</i>	0	1	
10.	Should I need it, a good foot support is available. <i>A good foot support is of the correct height, sufficiently large (minimum 35 x 45 cm) and stable.</i>	0	1	
	<b>Working hours and (micro) breaks</b>	yes	no	
1.	On average I work for more than 4 hours per day at the computer. This is the actual time spent working at the computer.	1	0	
2.	I regularly vary my work at the computer with other activities (at least 5 minutes per half hour).	0	2	
3.	After two hours of working at the computer, I take a rest break of at least 10 minutes or do other work.	0	2	
4.	For the greater part of the day I am continuously typing or using the mouse. This means that there are few periods in which my hands are at rest, for example, when I am thinking or reading from the screen.	1	0	
5.	I regularly work overtime (more than once per week)	2	0	
6.	I perform the majority of my work at the computer using one hand.	2	0	
	<b>Work pressure</b>	yes	no	
1.	I can regularly stop my work activities.	0	1	
2.	My work is too easy/too difficult.	1	0	
3.	I regularly work to tight deadlines.	2	0	
4.	I regularly have to interrupt my work to complete other tasks. I find this annoying. For example, due to the telephone, colleagues, clients or computer problems.	2	0	
5.	I can plan and carry out my work as I see fit.	0	1	
6.	I can mostly solve the problems which I encounter. <i>For example software or planning problems.</i>	0	1	
7.	My superiors inform me whether or not I am doing my work well.	0	1	
8.	I know what happens to my work after I have completed it.	0	1	
9.	In my work I have sufficient contact with my colleagues.	0	1	
	<b>Lighting, sound and climate</b>	yes	no	
1.	I see reflections on my VDU screen. <i>For example, from light-coloured walls, lamps or due to light coming through the windows.</i>	1	0	
2.	All of the windows at my workplace are fitted with a good sunblind.	0	1	
3.	At my workplace I suffer from backlighting. <i>For example, a light that shines in the eyes or a VDU screen which is located in front of the window.</i>	1	0	
4.	The surface of my desk is of a light colour and non-reflecting.	0	1	
5.	My working environment is quiet so that I can concentrate on my work.	0	1	
6.	It is regularly cold at my workplace.	1	0	
7.	I experience discomfort from drafts at my workplace.	1	0	

	<p style="text-align: center;">Circle!</p> <p style="text-align: center;">Green 0-1 points Orange 2-4 points Red 5&gt; points</p>			
	<b>Sitting posture and working technique</b>	yes	no	
1.	I sit for a long time in one position. <i>It is important to keep changing your posture. Deliberately adopt a different posture every 20 minutes.</i>	2	0	
2.	I regularly (at least every hour) do some stretching exercises. <i>This ensures good blood circulation in the shoulders.</i>	0	1	
3.	My shoulders are tense whilst working. <i>During work the shoulders are somewhat hunched, as result of which, at the end of the day or working week, the shoulder muscles can feel painful.</i>	2	0	
4.	My feet are well supported during work. <i>For example, by the floor or a good foot support. The feet of a chair or a small, unstable foot support are not sufficient.</i>	0	1	
5.	Whilst typing, my arms are supported at the level of the elbows.	0	1	
6.	When working, I can draw my chair up close to the desk. <i>It is recommended that you sit with your stomach nearly touching the edge of the desk. This prevents you from having to stretch your arms to reach things.</i>	0	1	
7.	When working at the computer, I hold my head up <i>The menu bar of the VDU screen should be at eye level.</i>	0	1	
8.	Whilst typing and using the mouse, I keep my wrists more or less straight. <i>The hand and arm are in a straight line.</i>	0	2	
9.	I have glasses that are specially adapted for computer work. <i>This is particularly the case for people with strong lenses and bifocal glasses. Unsuitable glasses result in the head moving towards the screen, because the details on the screen cannot be clearly seen.</i>	0	2	
	<b>The home situation</b>	yes	no	n/a
1.	I have a good workplace at home, which I use when working at the computer. <i>The chair can be adjusted, the monitor is directly in front of me and the viewing distance is sufficient.</i>	0	1	0
2.	When working at home with the computer, I take a sufficient amount of breaks. <i>This means briefly stopping or doing something else every half hour.</i>	0	1	
3.	As home I avoid doing things that aggravate the pain. <i>For some people with RSI complaints, certain activities such as cycling, household duties and carrying shopping can aggravate the pain.</i>	0	1	0
4.	At home I regularly experience stressful situations.	1	0	
5.	I deliberately ensure that the parts of my body that hurts receive sufficient rest.	0	1	0
	<p style="text-align: center;">Circle!</p> <p style="text-align: center;">Green 0-1 points Orange 2-4 points Red 5&gt; points</p>			

## Supplementary questions

On average, how many hours per day do you use a VDU screen?

- less than 2 hours                       4-6 hours  
 2-4 hours                                 more than 6 hours

The risk of complaints increases with the number of hours of VDU work performed per day.  
*It is strongly recommended that people perform no more than six hours of VDU work per day.*

Which of the following activities do you perform at the computer?

- word processing                       programming  
 data entry                                 internet  
 spreadsheets                             games  
 drawing                                     other, namely

Do you often (more than once per week) experience complaints from:  
*(more than one answer possible)*

Region	pain	tingling/ numb sensation	VDU-screen related
neck/shoulder	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
arm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
wrist/fingers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
back	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
legs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
elsewhere	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The questionnaire with the seven above-mentioned blocks now follows. Do not forget to circle 'green', 'orange' or 'red' at the end of each block.