



Questions	Possible Problems	Potential Discomfort	Recommended Solutions
<p>Are computer monitors placed at right angles to bright light sources (windows, wall lamps, etc.)?</p> <p><input type="checkbox"/> NO ➔</p> <p><input type="checkbox"/> YES ▼</p>	<p>Risk Factor: Awkward Postures Reflected images on the screen make focusing on the displayed text difficult, often resulting in twisting and leaning when trying to find a glare-free angle to view from.</p>	<p>Eye Strain</p> <p>Headaches</p> <p>Neck and Back</p>	<ul style="list-style-type: none"> • Turn monitor at right angle to window or bright light source. • Cover window with vertical blinds or shades. • Use anti-glare screen or monitor hood to reduce reflected images.
<p>Are monitors placed between rows of overhead light fixtures to avoid reflections?</p> <p><input type="checkbox"/> NO ➔</p> <p><input type="checkbox"/> YES ▼</p>	<p>Risk Factors: Awkward Postures Reflected overhead lights may cause white spots on screen, often resulting in twisting and leaning when trying to find a glare-free angle to view from.</p>	<p>Eye Strain</p> <p>Headaches</p> <p>Neck and Back</p>	<ul style="list-style-type: none"> • Turn monitors at right angles to the length of the overhead light fixtures. • Install parabolic louvers (egg crates) in overhead light to direct light. • Use anti-glare screen or monitor hood to reduce reflected images.
<p>Is the light level behind and to the sides of the monitor similar to the light level emitted from the screen?</p> <p><input type="checkbox"/> NO ➔</p> <p><input type="checkbox"/> YES ▼</p>	<p>Difficulty in adjusting to the differences in light levels can cause eye strain. The eyes are particularly sensitive to glare in the peripheral vision.</p>	<p>Eye Strain</p> <p>Headaches</p> <p>Neck and Back</p>	<ul style="list-style-type: none"> • Turn monitor at right angle to window or bright light source. • Cover window with blinds or shades. • Reduce the amount of overhead lighting and use low wattage task lighting.
<p>Are cubicles located so that they are evenly lit by overhead or wall lights?</p> <p><input type="checkbox"/> NO ➔</p> <p><input type="checkbox"/> YES ▼</p>	<p>Low lighting and shadows may make it difficult to see hard copy. This may also lead to increased errors.</p>	<p>Eye Strain</p> <p>Headaches</p>	<ul style="list-style-type: none"> • Use supplemental task lighting in cubicles. • Reorganize cubicles to provide an even distribution of light. • Group computer users that require similar lighting levels in one area. • Reorient work surfaces in cubicle to provide light on needed surfaces. • Add overhead lights to reduce shadows and/or install diffusers to more evenly distribute light (be aware that either of these can increase glare on monitors, however).
<p>Are filing and copier areas well lit ?</p> <p><input type="checkbox"/> NO ➔</p> <p><input type="checkbox"/> YES ▼</p>	<p>Low lighting and shadows may make it difficult to see files, which could lead to misfiling.</p>	<p>Eye Strain</p> <p>Headaches</p>	<p>Provide adequate overhead light in filing and copier areas, which may require more light than computer workstations.</p>



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<p>Is reflected glare from the environment minimized?</p> <p><input type="checkbox"/> NO ➔</p> <p><input type="checkbox"/> YES ▼</p>	<p>Glare reflecting from work surfaces can also shine into workers' eyes and is more difficult to avoid.</p>	<p>Eye Strain</p> <p>Headaches</p> <p>Neck and Back</p>	<ul style="list-style-type: none"> • Avoid placing paper and other white objects where they cause reflections on the monitor screen. • Wear dark clothing to avoid seeing your own reflection. • Install parabolic (egg crate) louvers on overhead lights to direct light downward. • Install filters on overhead lights. • Paint walls and select furniture and equipment with a matte finish to reduce reflections. • Switch to indirect lighting (lights that reflect off of walls and the ceiling) and supplement with task lighting.
<p>Are noise levels low enough that workers can work undisturbed by others conversations or equipment (computers, radios, copiers, etc.)?</p> <p><input type="checkbox"/> NO ➔</p> <p><input type="checkbox"/> YES ▼</p>	<p>Noise levels above 85 dBA may cause hearing damage (noise levels this high are typically only found with computers that are located near industrial machinery).</p> <p>High noise levels may be distracting to employees, increasing errors and decreasing productivity.</p> <p>Continuous noise is a source of stress, which results in an increase in muscle tension.</p>	<p>Hearing Damage (Highly unlikely in most offices)</p> <p>Stress</p> <p>Increased Muscle Tension</p> <p>Increased General Fatigue</p>	<ul style="list-style-type: none"> • Provide separate enclosed rooms for meetings, private conversations or break areas. • Repair and maintain equipment to prevent noisy malfunctions. • Move noisy machines (copiers, staplers, fax machines, etc.) to separate rooms or floors to ceiling enclosures. • Discourage radio and telephone conversation levels that can be heard outside of the individual's cubicle. Provide separate offices for people who require privacy or who perform noisy tasks. • Use acoustical ceiling tiles and wall panels, carpet floors, and install noise attenuating cubicle panels. • Use electronic noise masking systems in open areas (note: noise masking systems located directly over occupied spaces may be annoying to nearby employees).