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Safety

Ergonomic Design of Worksites

*This regulation supersedes USAREUR Regulation 385-25, 28 February 2001.

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Summary. This regulation prescribes policy and procedures for establishing ergonomic worksites. It applies to existing and planned worksites of Army in Europe employees.

Applicability. This regulation applies to USAREUR major subordinate and specialized commands (AE Reg 10-5, app A), IMCOM-Europe, and non-USAREUR activities serviced by USAREUR civilian personnel advisory centers in Germany, including personnel employed under the *Tarifvertrag vom 16. Dezember 1966 für die Arbeitnehmer bei den Stationierungstreitkräften im Gebiet der Bundesrepublik Deutschland* (Collective Tariff Agreement), with the exception of United States Air Forces in Europe personnel.

Supplementation. Organizations will not supplement this regulation without IMCOM-Europe (IMEU-SO) approval.

Forms. AE and higher level forms are available through the Army in Europe Publishing System (AEPUBS).

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website (<https://www.arims.army.mil>).

Suggested Improvements. The proponent of this regulation is the IMCOM-Europe (IMEU-SO, DSN 370-7093). Users may suggest improvements to this regulation by sending DA Form 2028 to IMCOM-Europe (IMEU-SO), Unit 29353, APO AE 09014-9353.

Distribution. C (AEPUBS).

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Glossary

1. PURPOSE

This regulation—

- a. Provides guidance for designing ergonomic worksites for Army in Europe employees.
- b. Applies to existing and planned worksites. This regulation does not apply to the following equipment:
 - (1) Driver or operator seats in vehicles or machinery equipped with computer monitors.
 - (2) Computer monitors on any type of transport vehicle.
 - (3) Computer systems intended primarily for public use.
 - (4) Portable systems (for example, laptop computers) that are not routinely used at worksites.
 - (5) Adding-machines, cash registers, or other equipment fitted with small data or reading devices that connect directly to computers or equipment.
 - (6) Originally designed typewriters with a display window.

2. REFERENCES

a. Publications.

- (1) *Bildschirmarbeitsverordnung* (Monitor-Worksite Ordinance) (<http://www.gesetze-im-internet.de/bildscharbv/>).
- (2) *Mutterschutzgesetz* (Mother Protection Law) (<http://www.gesetze-im-internet.de/muschg/index.html>).
- (3) *Sozialgesetzbuch IX* (Social Security Code IX) (http://www.gesetze-im-internet.de/sgb_9/).
- (4) AR 25-400-2, The Army Records Information Management System (ARIMS).

(5) DA Pamphlet 40-506, The Army Vision Conservation and Readiness Program.

(6) AE Regulation 10-5, HQ USAREUR/7A and Select Commands.

(7) AE Regulation 385-29, Safety and Occupational Health for Local National Employees in Germany.

b. Form. DA Form 2028, Recommended Changes to Publications and Blank Forms.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The glossary defines abbreviations and terms.

4. RESPONSIBILITIES

a. Safety representatives will—

(1) Send the minimum requirements (app A) and the evaluation checklist (app B) to worksite users by e-mail.

(a) Computer users will complete the checklist and send it back to their unit safety office.

(b) Employees will correct worksite deficiencies listed on the checklist, if possible (for example, adjusting chairs, tables, and equipment).

(c) Safety representatives will use the information on the checklists (1 through 3 below) to create a computer-worksite register.

1. Risk-assessment codes.

2. Evaluation assessments.

3. Worksites prioritized by those requiring immediate attention.

(2) Inspect worksites according to the requirements of this regulation. Inspections may be conducted individually or as part of an Army safety and occupational health inspection.

(3) Provide copies of worksite assessments to employees.

(4) Use the evaluation findings to develop and send recommendations for corrective actions to the commander or agency chief of the inspected activity.

(5) Consider unique worksite requirements, new technology, and developments in occupational-medical science to prepare recommendations.

b. Commanders and agency chiefs will ensure—

(1) Worksites, funding for worksites, procurement of furniture and equipment, as well as briefings (d below) and training are planned and conducted according to the requirements in this regulation.

(2) Worksite working-conditions are evaluated to identify health and safety risks. The assessment must include risks to eyesight and conditions that could cause injury or stress.

(3) If potential hazards are found, corrective actions are taken to ensure worksites meet the requirements of appendix B and applicable laws. Deviations from required standards are allowed only when—

(a) Specific requirements of the worksite or the task conflict with a required standard.

(b) Worksites are designed for disabled persons based on the type and severity of their disability. The health and safety of disabled employees must be protected.

c. The following requirements apply to LN employees in Germany:

(1) The proposed installation of worksites for LN employees is subject to the participation of the local works council under the codetermination procedure concerning—

(a) Worksite design.

(b) Work performance-improvement and workflow-simplification measures.

(c) Implementation of new work methods.

(2) According to the *Sozialgesetzbuch IX* (Social Security Code IX), part 2, chapter 5, the appropriate severely handicapped employee (SHE) representative must be involved in designing worksites for SHEs. If a worksite must be equipped with technical equipment designed specifically for SHEs, the SHE representative may request financial support from local authorities, such as an employment agency or main welfare office.

(3) Pregnant LN employees must be allowed to take short breaks according to the *Mutterschutzgesetz* (Mother Protection Law).

(4) The commander or agency chief will ensure LN employees are offered a preliminary eyesight examination by a qualified specialist before the employee begins using a computer monitor.

(a) Routine eye examinations must be offered after LN employees begin working and if they experience vision problems that might be caused by using a monitor. LN employees are entitled to an ophthalmologic examination if the results of the preliminary test indicate further eye testing is necessary.

(b) If the preliminary eye test reveals that an LN employee requires a vision aid, the employee must be provided a corrective aid appropriate to the work being performed at the monitor.

(c) LN employees are not financially responsible for the cost associated with the requirements in this regulation.

d. Employees must be briefed on how to use worksite equipment before starting work or when worksites are considerably changed. Worksites identified as potential risks to health must be made safe before employees use them.

e. Commanders and agency chiefs may request expert advice from local safety and medical personnel (for example, to measure decibel levels, computer monitors, or lighting).

5. DAILY WORK-ROUTINE

Supervisors must allow employees periodic breaks from continual use of computer monitors. This can be achieved by scheduling breaks and planning changes in daily work-routines.

6. EMPLOYEE BRIEFINGS AND PARTICIPATION

Employees and their representatives will be briefed on all matters of occupational health and safety; especially matters related to worksites and policy in this regulation.

7. PROTECTION OF EMPLOYEE EYES AND EYESIGHT

a. For LN employees, paragraph 4c(4) applies.

b. For U.S. Government employees including Active Duty military, Government Service, and U.S. contract employees, DA Pamphlet 40-506 applies.

APPENDIX A MINIMUM REQUIREMENTS

The following requirements apply to worksites, except when the nature of the task precludes them.

A-1. EQUIPMENT

a. Risk. Use of the equipment must not be a source of risk to employees.

b. Display Screen. Characters and character lines must be of adequate size and spacing, clearly formed, and well defined. The screen must be free of glare and reflections that could cause discomfort to the user. The screen image should be stable and not flicker. The brightness and contrast between characters and the background must be user-controllable and adjustable to the environment. The monitor must swivel, tilt easily, and suit the needs of the user. A separate base for the screen or an adjustable table may be used, if necessary.

c. Keyboard. Keyboards must be tiltable and detached from the screen so employees can work without arm and hand fatigue. There must be sufficient space in front of the keyboard so employees can rest their arms and hands. The keyboard must have a nonreflective surface to avoid glare. The symbols on the keys must be adequately contrasted and legible from a normal working position. The arrangement of the keyboard and characteristics of the keys must facilitate the employee's use of the keyboard.

d. Workdesk or Worksurface. The workdesk or worksurface must be a sufficiently large, low-reflecting surface, and enable flexible arrangement of documents, the keyboard, monitor, and related equipment, and situated in a position that is comfortable to the employee. Document holders must be adjustable, stable, and positioned to minimize uncomfortable head and eye movement.

e. Workchair. The workchair must be stable, allow the employee to move freely and easily, and allow the employee to work in a comfortable position. The seat height and seat back must be adjustable in both height and tilt-ability. A footrest will be provided by the organization at the employee's request.

A-2. ENVIRONMENT

a. Space Requirements. The arrangement and size of worksites must allow employees to change positions and freely move around.

b. Lighting. The arrangement, number, and size of room lights or spotlights (worklamps) must provide satisfactory lighting and appropriate contrast between the display screen and background environment relating to the employee's vision. The worksite design and the lighting must prevent glare and reflections from appearing on the display screen or other equipment.

c. Reflection and Glare. Worksites must be designed so light sources such as windows and other openings, transparent or translucent partitions, and brightly colored fixtures or walls do not cause glare or reflections on the display screen. Windows must be fitted with adjustable light-protection devices that enable employees to reduce the amount of daylight that shines on the screen.

d. Noise. Worksite-equipment noise must be considered during the worksite design phase to avoid impairing the employee's ability to concentrate and communicate.

e. Heat. Equipment in the worksite must not cause the temperature to rise to a point that creates employee discomfort.

f. Radiation. All radiation with the exception of the visible part of the electromagnetic spectrum must be reduced to a level that does not endanger employee health and safety.

g. Humidity. An adequate level of humidity must be maintained in the workcenter.

A-3. OPERATOR AND COMPUTER INTERFACE

The commander or agency chief will ensure the following are considered while designing, selecting, commissioning, or modifying software, and when planning tasks that require use of computer monitors:

a. Software is suitable to the task.

b. Software is easy to use and adaptable to the employee's knowledge or experience.

NOTE: Devices used for quantitative and qualitative checks of the employee's work will be used only with the employee's knowledge.

c. Systems provide feedback to employees on their work procedures.

d. Systems display information in a format and at a pace that are adaptable to the user.

e. Ergonomic principles are applied to data-processing procedures.

**APPENDIX B
EVALUATION CHECKLIST**

**SECTION I
CHECKLIST**

Terms and phrases used in this checklist are explained in section II of this appendix.

1. INSTRUCTIONS

This checklist is based on the *Bildschirmarbeitsverordnung* (Monitor-Worksite Ordinance) and incorporates the minimum requirements listed in its annex. Please answer the questions below in sequence as they relate to the worksite. Use the existing worksite configuration for this assessment.

2. GENERAL INFORMATION

a. Assessment by:

b. Agency:

c. Division:

d. Building/room:

e. Type of work performed at this worksite:

f. Numbers of hours worked at the monitor per day:

3. CHECKLIST

a. General information about worksite assets:

Are all worksite assets functional?

Yes No

Are surfaces nonreflective and of bright color?

Yes No

b. Arrangement of worksite assets:

Are hazards present that could cause employees to bump into furniture or trip over anything?

Yes No

Is sufficient space available?

Yes No

Is there sufficient space for office equipment and personal belongings?

Yes No

Is the monitor positioned completely on the desktop and not extending over the surface?

Yes No

Is there 50cm (19.7in) to 90cm (35.4in) distance between—

- Eye and monitor

Yes No

- Eye and keyboard

Yes No

- Eye and typing support (if available)

Yes No

Is the display-screen level with the employee's line-of-sight and parallel to the window?

Yes No

c. Chair:

Does the chair meet minimum requirements?

Yes No

Is the chair appropriate to the height of the person?

Yes No

d. Desk:

Does the desk meet minimum requirements?

Yes No

Is the desk appropriate to the height of the person?

Yes No

Is there sufficient space for the employee to move at and under the desk?

Yes No

e. Keyboard:

Does the keyboard meet minimum requirements?

Yes No

Is there sufficient space in front of the keyboard to rest hands?

Yes No

f. Monitor:

Is the monitor adjustable and easy to turn and tilt up and down?

Yes No

Is the size a minimum of 38cm (15in)?

Yes No

Is the upper-last line of on-screen text below eye-level?

Yes No

Does the screen flicker?

Yes No

Is the screen free of reflections, mirroring, or dazzling?

Yes No

Are the monitor display signs easily readable?

Yes No

Is the contrast between the characters and background pleasant?

Yes No

Are settings easy to adjust?

Yes No

g. Lighting:

Is there sufficient lighting?

Yes No

Can lights be adjusted individually?

Yes No

Is there direct or indirect glare on the screen?

Yes No

Are sufficient light-protection devices available?

Yes No

h. Other environmental conditions:

Does the background-noise level disturb concentration?

Yes No

Is the room temperature between 21 and 26 degrees Celsius (C) (70 and 79 degrees Fahrenheit (F))?

Yes No

Is the humidity level acceptable (between 50 and 60 percent)?

Yes No

Can windows be opened?

Yes No

Is the air-conditioning serviced at regular intervals?

Yes No

SECTION II EXPLANATION OF TERMS AND PHRASES USED IN THE CHECKLIST

The following terms and phrases are used in section I of the checklist.

working assets:

- adding machine
- chair
- computer
- copier
- document holder
- footrest
- keyboard
- monitor
- mouse
- plotter
- printer
- table
- table lamp
- telephone
- other

nonreflective surfaces of bright color:

Surfaces should be dull or semi-dull and not reflect more than 20 to 50 percent. (This may be determined by a reflection-grading table.) Light colors are white, beige, or light gray.

hazards:

- Edges that cause tripping.
- Free-standing objects that could fall.
- Loose cords on the floor and in walkways.
- Loose wires.

- Objects (obstacles) that extend into the passage way.
- Sharp corners.
- Sharp edges.
- Shear hazards on doors and lockers.

space requirements:

- At least 8m² (86.11ft²) per worksite (in open-plan offices, 12m² (129.16ft²)).
- 1m (3.28ft) free space behind the desk (across the complete desk width).
- At least 1.5m² (16.14ft²) of space for moving around freely.
- Enough space for furniture to function (drawers and doors can be opened and allow at least an extra 50cm (19.7in) for safety).
- A passage at least 50cm (19.7in) wide leading to a window.
- A passage at least 60cm (23.6in) wide that allows access to the workstation.
- Space for personal belongings.
- Space to temporarily store documents and tools.

positioning monitors:

- Monitors must not extend beyond the desktop unless it does not create a hazard (for example, the back of a monitor sticks out at the back of the desk, but the desk is against a wall without a door).
- The required eye-to-screen distance may be achieved by placing the monitor entirely on a table.
- The eye-to-screen distance must comply with the following:
 - a. The distance between the eye and the screen may be adjusted individually. When the employee is sitting in an upright position, the distance should be 50cm (19.69in) to 90cm (35.43in) between—
 - (1) The eye and the screen.
 - (2) The eye and the keyboard.
 - (3) The eye and the document support (if used).
 - b. The following applies to the employee's direction of vision:
 - (1) When the employee is seated and looking directly at the monitor, one shoulder should be adjacent to the window.
 - (2) Windows must not be directly behind the employee or directly in the employee's line of sight.

chair requirements:

- Has at least five rollers.
- Has a safe swivel.
- Has an adjustment mechanism that cannot be accidentally activated.
- Is adjustable in height from 42cm (16.5in) to 53cm (20.9in) and has gas-shock absorbers.
- Provides shock-absorption when sitting down and when the chair is adjusted to the lowest position.
- Does not have potential to shear.
- Has a seat depth not more than 40cm (15.7in) when the back of the chair is in the forward-most position and at least 42cm (16.5in) when the back of the chair leans back to the furthest position.
- Has a seat width between 40cm (15.7in) and 48cm (18.9in).
- Has a backrest width between 36cm (14.2in) and 48cm (18.9in).
- Has an armrest height between 21cm (8.3in) and 25cm (9.8in) above the seat or has an adjustable armrest.
- Has an armrest length of at least 20cm (7.9in) or an adjustable armrest.
- Has armrests with 47cm (18.5in) to 51cm (20.1in) between them or that are adjustable.
- Has armrests that are 10cm (3.9in) to 18cm (7.1in) from the front of the seat or that are adjustable.
- Has permeable upholstery.
- Is adjustable to the height of the employee as follows:
 - a. The upper and lower thighs form a right angle while the feet are flat on the floor.
 - b. The distance between the front edge of the seat and the hollow of the knee while the employee is sitting as far back as possible is one hand's width.
 - c. The back of the chair begins just above the seat and reaches up to the employee's shoulder blades to support the spinal column and iliac crest in all seat positions.
 - d. The employee's upper arms hang loosely, the arms form a right angle, and the elbows rest on the armrest when the employee is sitting in an upright position.

desk requirements:

- The working surface must have at least 1.28 square meters (m²) (13.77 square feet (ft²)) of connected space.

- Desk height must be adjustable between 68cm (26.8in) and 76cm (29.9in) or fixed at 72cm (28.3in).
- Surface width must be at least 160cm (63in) or 120cm (42.2in) if used only for data processing.
- Table depth must be 80cm (31.5in). Since devices will not extend beyond the surface, 100cm (39.4in) of depth or more may be necessary for some equipment.
- Enough space must be available to allow a flexible arrangement of work material.
- If possible, the desktop will be not more than 3cm (1.2in) thick.
- The width of legroom must be at least 58cm (22.8in).
- The height for leg space must be at least 65cm (25.6in).
- The depth of legroom when measured 12cm (4.7in) above the floor level must be at least 60cm (23.6in).
- Leg space must be free of substructures and support elements. There must be enough room underneath the desk to work comfortably.
- The desk must be adjusted to the size of the employee as follows:
 - a. When the employee is sitting in an upright seated position, the lower arms and hands must form a straight line.
 - b. There must be enough space to rest the hands on the desk or, for worksites with computer monitors, on the keyboard.
 - c. If the desktop cannot be adjusted in height, the chair height must be adjustable.
 - d. If the desktop and chair are too high and it is not possible to position the feet flat on the floor, a footrest must be provided.
 - e. To ensure freedom of leg movement, there must be enough space below the desk in both height and depth.
 - f. The space between the upper thighs and the underside of the desktop should be a hand's width.
- The worksite allows sufficient movement if both of the following are possible:
 - a. The employee can sit in varying positions.
 - b. Employees can alternate between sitting and standing when working.

keyboard requirements:

- Can be set up separate from the screen.

- Can be tilted up to 15 degrees.
- Has a nonskid bottom.
- Has center keys elevated to 3cm (1.2in).
- Has a nonreflective, bright-color surface.
- Has sufficiently large concave keys.
- Has clear, abrasion-resistant inscriptions.
- Has easy but noticeable impact action when striking the keys.
- Has a depth of 5cm (2in) to 10cm (3.9in) for resting hands in front of the keyboard.

monitor requirements:

- The monitor can be adjusted to the angle of the user's line of sight.
- The user does not need to turn his or her head to see the screen.
- The size of the monitor (visual diagonal) is adequate for the employee's work. For—
 - a. Typing text: 36cm (15in) monitor.
 - b. Graphic display: 40cm (17in) monitor.
 - c. Computer-aided design: 48cm (20in) monitor.
- The height of the monitor allows the employee to work with a comfortable head position.
- The screen does not flicker. The following must be true for a screen to be considered nonflickering:
 - a. Flickering cannot be seen when looking directly at or just to the right or left of the screen.
 - b. The image-repeating frequency is well above 75 hertz.
- Characters are easy to read. The following must be true for symbols to be considered easy to read:
 - a. Characters cannot be mistaken (for example, 0 and O, 5 and S, 8 and B). This also applies to upper- and lowercased letters.
 - b. Characters do not run into one another.
 - c. Characters are clear and not distorted on the screen and at the edges of the screen.
- The screen contrast is clear. The following conditions must be met when checking contrast:
 - a. Characters can be clearly recognized against the background.
 - b. Positive images must be used (for example, black characters on a white background).

- Control buttons to adjust brightness, contrast, position, and size are on the front of the monitor and are easy to use.

lighting requirements:

- Employees have visual contact with the outside.
- Lights provide illumination of 30 to 50 foot-candle (FC) (in open-plan offices, 75 to 100 FC).
- Lights are regularly serviced.
- The office is evenly lit in the same color of light.
- Even-light intensity. Differences in lighting density must be minimal. The difference between the worksite and close and distant surrounding areas must be 10 to 3 to 1, respectively.
- The following are lighting-adjustment requirements:
 - a. Lights can be individually turned on and off.
 - b. Lighting is variable and adjustable.
 - c. Lights are adjustable to the individual's sight.
- To prevent dazzle, the following is required:
 - a. Lights are arranged parallel to windows.
 - b. Lights are arranged parallel to the direction of vision.
 - c. A prism or mirror louvers are used.
 - d. Walls and areas behind monitors have reflection values between 30 and 50 percent.
- Light protection requirements:
 - a. Windows must be equipped with light-protection devices (for example, inside Venetian shutter).
 - b. Light-protection devices must not reduce illumination below required values.
 - c. Light-protection devices must not change the reception of color.

concentration requirements:

- Equipment is not excessively noisy.
- Floors, ceilings, and walls are covered with noise-adsorbing material.
- Noisy equipment is located outside the worksite or equipped with covers.

- Loud noises outside the worksite are not heard inside the worksite.
- The room temperature meets the following requirements:
 - a. Room temperature must be between 21 and 22 °C (70 and 72 °F). If the temperature outside is high, the room temperature must be no higher than 26 °C (78 °F).
 - b. Room temperature in rooms where employees perform seated work must be 19 °C (69 °F) when work begins.
 - c. Operation of equipment must not cause an uncomfortable increase in temperature. The sun shining through the window must not cause high temperatures. The temperature of walls and floor must not deviate more than 4 °C (7 °F) from the average room temperature.
- The following requirements should be followed in a humid environment:
 - a. Relative humidity should be at the lowest level when temperatures outdoors are high. Humidity can be measured using a hygrometer or computed from wet and dry temperatures.
 - b. Green or aquatic plants should be placed in the worksite to improve the climate.
- The following is required for ventilation of the worksite:
 - a. Windows must be opened periodically in worksites without air-conditioning to provide slight changes in room climate. This helps prevent employee fatigue.
 - b. Air-conditioning systems require regular maintenance to ensure that hygienic requirements are met.

correcting entries:

- Errors can be easily corrected.
- Errors do not result in system crashes.
- Entries that may cause serious problems require additional verification before final acceptance.
- Functions should meet the following requirements:
 - a. The sequence of entries can be chosen independently by the employee.
 - b. Program steps can be added or left out.
 - c. The software is adjustable to the knowledge of the operator.
- The following options must be available to enable the employee to become familiar with the computer:
 - a. A tutorial or help software.
 - b. An explanation of how the system works.

c. User-guides.

d. A knowledgeable POC.

visual and communication requirements:

- The worksite is not isolated from others.
- The employee can contact other employees any time.
- The requirements regarding eye examinations (para 7) are met.

variation requirements:

- The work requires a combination of various tasks.
- Work requiring use of the computer may be interrupted by other work.
- The tasks to be performed vary in difficulty.

worktime requirements:

- The employee is not under pressure because of time-constraints.
- The result of the employee's work will not be significantly improved by allowing additional time.

GLOSSARY

SECTION I ABBREVIATIONS

AE	Army in Europe
AEPUBS	Army in Europe Publishing System
app	appendix
AR	Army regulation
C	Celsius
cm	centimeter(s)
DA	Department of the Army
DSN	Defense Switched Network
F	Fahrenheit
FC	foot-candle
ft	foot (feet)
ft ²	square foot (feet)
IMCOM-Europe	United States Army Installation Management Command, Europe Region
in	inch(es)
LN	local national
m	meter(s)
m ²	square meter(s)
POC	point of contact
SHE	severely handicapped employee
U.S.	United States
USAREUR	United States Army, Europe

SECTION II TERMS

computer-monitor worksite

An assembly of display-screen equipment that may be provided with a keyboard or other input device or software which requires interaction between the operator and the machine; optional accessories; peripherals, including disk drives, a telephone, printer, document holder, workchair, workdesk, or worksurface; and the immediate work environment.

display-screen equipment

An alphanumeric or graphic-display screen, regardless of the display process used.

employee

Military or civilian worker employed by the U.S. Forces, including those employed under the *Tarifvertrag vom 16. Dezember 1966 für die Arbeitnehmer bei den Stationierungstreitkräften im Gebiet der Bundesrepublik Deutschland* (Collective Tariff Agreement), who routinely uses display-screen equipment to accomplish a significant part of his or her normal work.

worksite

The actual work location and any place away from an employee's work location where one or more computer monitors are installed for temporary use.