Checklist for Control Room

Hazards/factors	Things to look for	Hazard present?	Comments	Suggested action/Solutions to consider	Action taken?
Layout	Is it easy to view all the panels of displays?			Make sure operator can find information easily – use colour-coding, attach labels or tags. Is it possible to reposition any equipment to make it easier to reach and use? For example, telephones, keyboards (not fixed in console), etc?	
	Can all controls be reached easily?				
	Is it easy to link each display with its control?				
	Can you see quickly whether the reading is within normal limits?				
Posture	Are you sitting or reaching awkwardly?			Encourage regular breaks, especially outside for fresh air.	

Checklist for Control Room

Hazards/factors	Things to look for	Hazard present?	Comments	Suggested action/Solutions to consider	Action taken?
Seating	Do you sit down for long periods?			Make sure you understand all the adjustments on the chair, and that they all work. Repair or replace the chair as necessary. If the chair arms get in the way, they should either be removed, or the chair replaced with a model which has less intrusive chair arms. As a temporary solution, extra lumbar support may be used, e.g. lumbar roll.	
	Do you lean forwards or back, or both?				
	Are chair arms a problem, preventing you from sitting close enough to the console?				
	Does your chair provide enough support?				
Temperature	Is it steady or variable? Is it comfortable? Can it be changed to suit individuals' needs?			Speak with the HVAC engineers if the temperature is a problem.	

Checklist for Control Room

Hazards/factors	Things to look for	Hazard present?	Comments	Suggested action/Solutions to consider	Action taken?
Lighting	Is there enough/is it too bright/dull? Can it be altered? Are there any reflections or glare on screens?			Is it possible for the ops to vary where light is and how much, e.g. dimmer switch? Make sure the light is not too bright or causing reflections or glare. Either reposition the screens or cut the source of the problem out (e.g. blinds at windows).	