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Ergonomic requirements for office work with visual display terminals (VDTs) —

Part 5:
Workstation layout and postural requirements

Exigences ergonomiques pour travail de bureau avec terminaux à écrans de visualisation (TEV) —

Partie 5: Aménagement du poste de travail et exigences relatives aux postures

Reference number
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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

International Standard ISO 9241-5 was prepared by Technical Committee ISO/TC 159, *Ergonomics*, Sub-committee SC 4, *Ergonomics of human-system interaction*, Working Group WG 3, *Control, workplace and environmental requirements*.

ISO 9241 consists of the following parts, under the general title *Ergonomic requirements for office work with visual display terminals (VDTs)*:

— *Part 1: General introduction*

— *Part 2: Guidance on task requirements*

— *Part 3: Visual display requirements*

— *Part 4: Keyboard requirements*

— *Part 5: Workstation layout and postural requirements*

— *Part 6: Guidance on the work environment*

— *Part 7: Requirements for display with reflections*

— *Part 8: Requirements for displayed colours*

— *Part 9: Requirements for non-keyboard input devices*

— *Part 10 Dialogue principles*

— *Part 11: Guidance on usability*

— *Part 12: Presentation of information*

— *Part 13: User guidance*

— *Part 14: Menu dialogues*

— *Part 15: Command dialogues*

— *Part 16: Direct-manipulation dialogues*

— *Part 17: Form filling dialogues*

Annex A of this part of ISO 9241 is for information only.

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Introduction

The purpose of this part of ISO 9241 is to promote and enhance performance and comfort while minimizing risks to users' safety and health. Users of visual display terminals (VDTs) in office work typically adopt a range of postures (seated with leaning, upright or reclining torso, standing or a combination of both). Workplaces which accommodate such usage can encourage movement, promote comfort and reduce physical, mental and visual problems.

This part of ISO 9241 is intended for use by product and workstation designers and implementers.

While drafting the text, the concept concerning the Frankfurt Plane was discussed but not included. The concept will be considered in a revision of this part of ISO 9241 in due course.