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

Part 6: Guidance on the work environment

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

Partie 6: Guide général relatif à l'environnement de travail



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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.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 3.

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 9241-6 was prepared by Technical Committee ISO/TC 159, *Ergonomics*, Subcommittee 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*

Annexes A to D of this part of ISO 9241 are for information only.

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Introduction

This part of ISO 9241 applies to work systems as defined in ISO 6385 with visual display terminals (VDTs) as described in ISO 9241-1. Office work with VDTs can be performed in various environments. These environments can influence both the comfort and performance of the user. In addition, the work environment can be influenced by specific characteristics of the VDTs and related equipment (for example, printers, computers).

This part of ISO 9241 has been prepared to give guidance on the determination of environmental conditions which enhance user comfort and performance. Enhancing the interaction between users and environments often requires a well-balanced trade-off. For this reason, this part of ISO 9241 provides guiding principles as generic goals, basic aspects for each item (for example, lighting, noise) and gives guidance on developing integrated solutions under given circumstances (for example, methods of controlling the acoustic environment for a given task and a given environment).