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**ERGONOMIC REQUIREMENTS FOR OFFICE
WORK WITH VISUAL DISPLAY TERMINALS
(VDTS) - PART 5: WORKSTATION LAYOUT
AND POSTURAL REQUIREMENTS
(ISO 9241-5:1999)**

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**Ergonomic requirements for office work with visual display
terminals (VDTs) - Part 5: Workstation layout and postural
requirements (ISO 9241-5:1998)**

Exigences ergonomiques pour travail de bureau avec
terminaux à écrans de visualisation (TEV) - Partie 5
Amenagement du poste de travail et exigences relatives
aux postures (ISO 9241-5 1998)

Ergonomische Anforderungen für Bürotätigkeiten mit
Bildschirmgeräten - Teil 5 Anforderungen an
Arbeitsplatzgestaltung und Körperhaltung (ISO 9241-
5 1998)

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This European Standard exists in three official versions (English, French, German). A version in any other language made by translation under the responsibility of a CEN member into its own language and notified to the Central Secretariat has the same status as the official versions.

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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*



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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.

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.

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

Part 5:

Workstation layout and postural requirements

1 Scope

This part of ISO 9241 specifies ergonomic guiding principles which apply to the user requirements, design, and procurement of workstation equipment for office tasks using VDTs.

In particular, the general principles and requirements specified in this part of ISO 9241 apply to the standards specifying technical design of furniture and equipment constituting the workplace.

2 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of this part of ISO 9241. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this part of ISO 9241 are encouraged to investigate the possibility applying the most recent editions of the standards indicated below. Members of IEC and ISO maintain registers of currently valid International Standards.

ISO 6385:1981, *Ergonomic principles in the design of work systems*.

ISO 9241-2:1992, *Ergonomic requirements for office work with visual display terminals (VDTs) — Part 2: Guidance on task requirements*.

ISO 9241-3:1992, *Ergonomic requirements for office work with visual display terminals (VDTs) — Part 3: Visual display requirements*.

ISO 9241-6:—¹⁾, *Ergonomic requirements for office work with visual display terminals (VDTs) — Part 6: Guidance on the work environment*.

3 Definitions

For the purposes of this part of ISO 9241, the following definitions apply.

1) To be published.

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