

Australian Standard[®]

Screen-based workstations

Part 3: Input devices

This Australian Standard was prepared by Committee SF/38, Screen-based Workstations. It was approved on behalf of the Council of Standards Australia on 27 November 1989 and published on 2 April 1990.

The following interests are represented on Committee SF/38:

Australian Bank Employees' Union
Australian Bankers Association
Australian Information Industry Association
Australian Journalists' Association
Australian Optometrical Association
Australian Taxation Office
Confederation of Australian Industry
Department of Administrative Services
Department of Health, Tas.
Department of Labour, Vic.
Ergonomics Society of Australia and New Zealand
Health Department, W.A.
Melbourne and Metropolitan Board of Works
Micrographics Association of Australia
Municipal Officers' Association Victoria
Office Equipment Industry Association of Australia
Royal Australian College of Ophthalmologists
Safety Institute of Australia
South Australian Health Commission
State Electricity Commission of Victoria
Telecom Australia
WorkCover Authority of N.S.W.
Work Australia

Review of Australian Standards. *To keep abreast of progress in industry, Australian Standards are subject to periodic review and are kept up to date by the issue of amendments or new editions as necessary. It is important therefore that Standards users ensure that they are in possession of the latest edition, and any amendments thereto.*

Full details of all Australian Standards and related publications will be found in the Standards Australia Catalogue of Publications; this information is supplemented each month by the magazine 'The Australian Standard', which subscribing members receive, and which gives details of new publications, new editions and amendments, and of withdrawn Standards.

Suggestions for improvements to Australian Standards, addressed to the head office of Standards Australia, are welcomed. Notification of any inaccuracy or ambiguity found in an Australian Standard should be made without delay in order that the matter may be investigated and appropriate action taken.

This Standard was issued in draft form for comment as DR 87269.

Australian Standard[®]

Screen-based workstations
Part 3: Input devices

First published as AS 3590.3—1990.

PUBLISHED BY STANDARDS AUSTRALIA
(STANDARDS ASSOCIATION OF AUSTRALIA)
1 THE CRESCENT, HOMEBUSH, NSW 2140

ISBN 0 7262 6052 5

PREFACE

This Standard was prepared by the Standards Australia Committee on Screen-based Workstations at the direction of the Safety Standards Board.

The Standard is one of a series of three Standards dealing with screen-based workstations, the others being as follows:

Part 1: *Visual display units*

Part 2: *Workstation furniture*

The purpose of this series of Standards is to facilitate the development of safe working environments for people performing screen-based tasks. However, there are essential elements in the process of developing safe working environments which are outside the scope of this Standard. The Standard should therefore be implemented in conjunction with other documents such as AS 2713, *Lighting and the visual environment of screen-based tasks*, and *Worksafe Australia Guidance Note for the prevention of occupational overuse syndrome in keyboard employment*. (The latter covers the organization and design of work systems, work places, training, and education.)

In the absence of suitable data on the Australian population, published American data have been used to specify dimensions to accommodate people in the 2.5 percentile female to 97.5 percentile male range.

Split-field keyboards, which have been developed in an attempt to enable keyboard operation to occur with the arms and fingers as close as possible to their neutral or relaxed muscle posture, were considered by the committee during its work. However, given that split-field keyboards are not widely used, their inclusion in the Standard at this time was considered inappropriate.

Some information and preliminary readings on split-field keyboards may be obtained from the following documents:

ILG, R. Ergonomic Keyboard Design, *Behaviour and Information Technology*, Vol 6, No 3, 303-309 (1987).

NAKASEKO, M. et al. Studies on Ergonomically Designed Alpha Numeric Keyboards, *Human Factors*, (27) 2, 175-185 (1985).

ROSE, M.J. The Development of Ergonomic Keyboards, *Proceedings of the Institution of Industrial Engineers Australia Conference*, Manly (1986).

© Copyright — STANDARDS AUSTRALIA

Users of Standards are reminded that copyright subsists in all Standards Australia publications and software. Except where the Copyright Act allows and except where provided for below no publications or software produced by Standards Australia may be reproduced, stored in a retrieval system in any form or transmitted by any means without prior permission in writing from Standards Australia. Permission may be conditional on an appropriate royalty payment. Requests for permission and information on commercial software royalties should be directed to the head office of Standards Australia.

Standards Australia will permit up to 10 percent of the technical content pages of a Standard to be copied for use exclusively in-house by purchasers of the Standard without payment of a royalty or advice to Standards Australia.

Standards Australia will also permit the inclusion of its copyright material in computer software programs for no royalty payment provided such programs are used exclusively in-house by the creators of the programs.

Care should be taken to ensure that material used is from the current edition of the Standard and that it is updated whenever the Standard is amended or revised. The number and date of the Standard should therefore be clearly identified.

The use of material in print form or in computer software programs to be used commercially, with or without payment, or in commercial contracts is subject to the payment of a royalty. This policy may be varied by Standards Australia at any time.

CONTENTS

	<i>Page</i>
1 SCOPE	4
2 REFERENCED DOCUMENTS	4
3 DEFINITIONS	4
4 KEYBOARDS	4
5 MOUSE	5
6 MARKING	5