

Risk Management

DSE Operator Self Assessment

Workstation reference

Operator name

Assessment date Review date

1. Display Screen

- 1.1 Is your screen easily adjusted for brightness and contrast? Yes No
- 1.2 Is your screen easily adjusted for tilt and swivel? Yes No
- 1.3 Is your screen at a comfortable height? Yes No
- 1.4 Is your screen free from glare and reflections? Yes No
- 1.5 Is the image on your screen stable and free from flicker? Yes No
- 1.6 Are screen characters adequately sized, spaced and clear to read? Yes No

Comments

2. Keyboard

- 2.1 Is your keyboard separate from your screen? Yes No
- 2.2 Is your keyboard easily adjusted for tilt? Yes No
- 2.3 Does your keyboard have a non-reflective surface? Yes No
- 2.4 Are the keys clearly marked and contrasted? Yes No
- 2.5 Is your keyboard style and arrangement of keys comfortable to use? Yes No

Comments

3. Input devices (mouse, trackball, etc) and other equipment

- 3.1 Is your input device suitable for the task? Yes No
- 3.2 Is your input device in a comfortable position? Yes No
- 3.3 Is there adequate support for your wrist and forearm? Yes No
- 3.4 Does the device work smoothly and at a speed which suits you? Yes No
- 3.5 Do you know how to adjust software settings for the pointer? Yes No
- 3.6 Is other equipment at your workstation (e.g. phones, lamps, etc.) suitable? Yes No

Comments

4. Software

4.1 Is software suitable for the task and user friendly? Yes No

4.2 Have you been trained to use the software? Yes No

Comments

5. Desk

5.1 Does your desk (or other work surface) provide adequate working space? Yes No

5.2 Is your desk surface non-reflective? Yes No

5.3 Is your desk at a suitable height for display screen equipment work? Yes No

5.4 Is there adequate space below the desk for your comfort? Yes No

5.5 Do you need a document holder and if so is this provided? Yes No

Comments

6. Chair

6.1 Is your chair stable? Yes No

6.2 Does your chair allow freedom of movement? Yes No

6.3 Is the seat height adjustable? Yes No

6.4 Is the backrest adjustable for height and tilt? Yes No

6.5 Can you place both feet flat on the floor when seated? Yes No

6.6 Do you need a foot rest and if so is this provided? Yes No

Comments

7. Space

7.1 Is there adequate space for easy access to your workstation? Yes No

7.2 Is there adequate space for you to adjust furniture and equipment? Yes No

Comments

8. Lighting, reflection and glare

8.1 Is your workstation adequately lit? Yes No

8.2 Is artificial lighting easily adjusted for ambient conditions? Yes No

8.3 Is lighting co-ordinated to avoid reflection or glare? Yes No

- 8.4 Do you consider adjustable window coverings necessary and if so are these provided? Yes No
- 8.5 Do internal walls minimise reflections onto your workstation? Yes No
- 8.6 Are fixtures and fittings positioned to avoid reflections onto your workstation? Yes No
- 8.7 Do you require a glare filter and if so is this provided? Yes No

Comments

9. Noise

- 9.1 Are you distracted by noisy equipment at or around your workstation? Yes No

Comments

10. Temperature, ventilation and humidity

- 10.1 Does equipment at or around your workstation generate excessive heat? Yes No
- 10.2 Is the temperature around your workstation maintained at a comfortable level? Yes No
- 10.3 Is ventilation around your workstation maintained at a comfortable level? Yes No
- 10.4 Is humidity around your workstation maintained at a comfortable level? Yes No

Comments

11. Job design

- 11.1 Does your job permit off-screen activities during the working day? Yes No
- 11.2 Is adequate provision made for regular breaks from display screen work? Yes No
- 11.3 Have steps been taken to minimise repetitive or boring tasks? Yes No
- 11.4 Where practicable are 'peaks and troughs' in your workload eliminated? Yes No

Comments

12. Information and training

- 12.1 Are you aware of your entitlement to eye and eyesight tests and if necessary corrective spectacles for display screen work? Yes No
- 12.2 Do you know the procedure to follow in the event of any health or safety issue arising from the use of display screen equipment? Yes No

- 12.3 Have you been made aware of the possible risks arising from the use of display screen equipment? Yes No
- 12.4 Have you been trained to adjust the position of equipment and furniture at your workstation? Yes No
- 12.5 Do you know how to adjust brightness and contrast settings on your screen? Yes No
- 12.6 Have you been trained in the importance of adopting a comfortable posture at the workstation? Yes No
- 12.7 Are you encouraged to take regular breaks from display screen work? Yes No
- 12.8 Have you been trained to recognise visual or postural fatigue and how to respond? Yes No
- 12.9 Do you suffer any visual or postural fatigue symptoms from display screen work? Yes No

Comments

13. Further action required

Detail any further action you consider necessary to reduce risks from the use of display screen equipment

14. Display Screen Equipment Operator Self Assessment

This DSE Operator Self Assessment form is provided as an example to assist with the preparation of a document suitable for use within your own organisation. The form is intended to assist employers in the assessment of display screen equipment work by providing feedback from operators on health and safety issues. It uses a simple generic format which should not be considered exhaustive or necessarily suitable in all circumstances and more detailed analysis may be appropriate.

The form is made available for downloading free of charge and may be reproduced on the strict conditions that this is not for advertising, endorsement or other commercial purposes and that ISG Consulting is acknowledged as the source.

Every effort is made to ensure that the information contained in these documents is accurate but no legal responsibility is accepted for any errors or omissions.

15. Health and Safety (Display Screen Equipment) Regulations 1992

The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002) apply to *employed workers who habitually use VDUs for a significant part of their normal work*. If this description does not apply to employees using such equipment, your employer still has general obligations to protect you under health and safety at work legislation. To comply with the Regulations, your employer must:

- Analyse workstations of employees covered by the Regulations and assess and reduce risks.

- Ensure workstations meet minimum requirements.
- Plan work so there are breaks or changes of activity.
- On request arrange eye and eyesight tests, and provide spectacles if special ones are needed.
- Provide health and safety training and inform employees of the action taken to comply with the Regulations.

16. Contact us

For further guidance on this subject or details of our health and safety consultancy services and how these can benefit your organisation please contact us:

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