

Risk Management

DSE Workstation Assessment

Workstation reference

Operator name

Assessor name

Assessment date Review date

1. Display Screen

- 1.1 Is the screen easily adjusted for brightness and contrast? Yes No
- 1.2 Is the screen easily adjusted for tilt and swivel? Yes No
- 1.3 Is the screen easily adjusted to the correct height? Yes No
- 1.4 Is the screen free from glare and reflections? Yes No
- 1.5 Is the image on the 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 the keyboard separate from the screen? Yes No
- 2.2 Is the keyboard easily adjusted for tilt? Yes No
- 2.3 Does the keyboard have a non-reflective surface? Yes No
- 2.4 Are the keys clearly marked and contrasted? Yes No
- 2.5 Is the keyboard style and arrangement of keys comfortable to use? Yes No

Comments

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

- 3.1 Is the input device suitable for the task? Yes No
- 3.2 Is the input device suitably positioned for the operator? Yes No
- 3.3 Is there adequate support for the operator's wrist and forearm? Yes No
- 3.4 Does the device work smoothly and at a speed which suits the operator? Yes No
- 3.5 Does the operator know how to adjust software settings for the pointer? Yes No
- 3.6 Is other equipment at the 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 Has the operator been trained to use the software? Yes No

Comments

5. Desk

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

5.2 Is the desk surface non-reflective? Yes No

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

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

5.5 Is a document holder necessary/provided? Yes No

Comments

6. Chair

6.1 Is the chair stable? Yes No

6.2 Does the 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 the operator place both feet flat on the floor when seated? Yes No

6.6 Is a foot rest necessary and if so provided? Yes No

Comments

7. Space

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

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

Comments

8. Lighting, reflection and glare

8.1 Is the 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 Are adjustable window coverings necessary and if so provided? Yes No
- 8.5 Do internal walls minimise reflections onto the workstation? Yes No
- 8.6 Are fixtures and fittings positioned to avoid reflections onto the workstation? Yes No
- 8.7 Is a glare filter necessary and if so provided? Yes No

Comments

9. Noise

- 9.1 Is noisy equipment positioned or enclosed to prevent distraction? Yes No

Comments

10. Temperature, ventilation and humidity

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

Comments

11. Job design

- 11.1 Does the 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 the workload eliminated? Yes No

Comments

12. Information and training

- 12.1 Is the operator aware of their entitlement to eye and eyesight tests and if necessary corrective spectacles for display screen work? Yes No
- 12.2 Does the operator 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 Has the operator been made aware of the possible risks arising from the use of display screen equipment? Yes No

- 12.4 Has the operator been trained to adjust the position of equipment and furniture at the workstation? Yes No
- 12.5 Does the operator know how to adjust brightness and contrast settings on the screen? Yes No
- 12.6 Has the operator been trained in the importance of adopting a comfortable posture at the workstation? Yes No
- 12.7 Is the operator encouraged to take regular breaks from display screen work? Yes No
- 12.8 Has the operator been trained to recognise visual or postural fatigue and how to respond? Yes No

Comments

13. Further action required

Detail any further action required to reduce risks from the use of display screen equipment

14. Display Screen Equipment Workstation Assessment

This DSE Workstation Assessment form is provided as an example to assist with the preparation of a document suitable for use within your own organisation. 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, employers still have general obligations to protect them under health and safety at work legislation. To comply with the Regulations, employers 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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