DSE Workstation Assessment Checklist

This checklist should be used when completing DSE assessments. All completed forms should be reviewed to identify any problems that require further action.

Department	
User	
Workstation Location	Room / Office Number:
Assessment completed by	
Date of Assessment	
Further Action Required?	
Date completed	

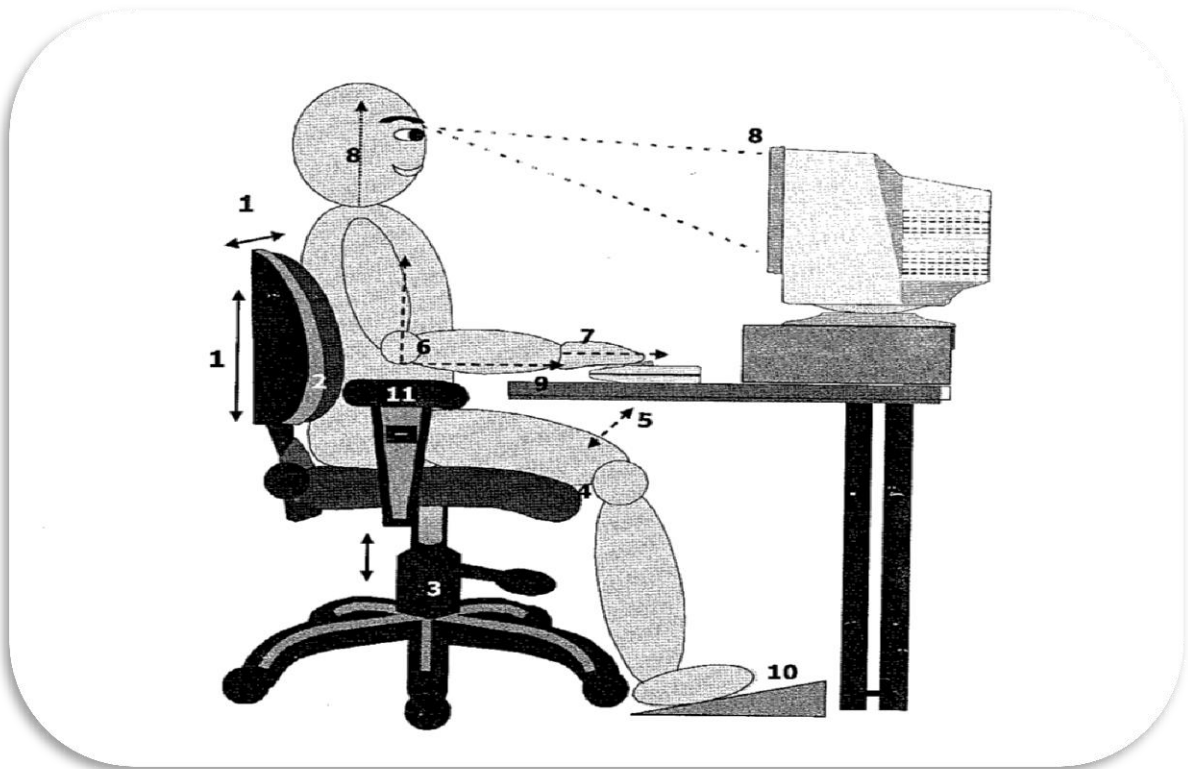| Problem to consider	Yes	No	Ways of Reducing the Risk	Further Action Required?
1. The Chair Is the chair suitable? Is the chair stable? Is the chair adjusted correctly?			The chair should have a working • seat back, height and tilt adjustment? • Seat height mechanism? • Swivel Mechanism? • Castors or gliders? See page [ ] for posture diagram Is the small of the back supported? Can the chair be moved close enough to the desk? Are the users feet flat on the floor, with equal pressure between 'the seat and their feet'? Is there sufficient clearance between the knees and the underside of the desk? Is there enough space under the desk?	

Problem to consider	Yes	No	Ways of Reducing the Risk	Further Action Required?
2. Display Screens Are the characters clear and readable?			Make sure the screen is clean. Check that background text and colours work well together.	
Is the text size comfortable to read?			Software settings can be adjusted accordingly.	
Is the image stable and free from flicker?			Darker backgrounds and lighter text will reduce flicker and glare.	
Is the screen's specification suitable for its intended use?			Intensive graphic work or work requiring fine attention to detail may require a larger or specialised screen.	
Are the brightness and contrast adjustable?				
Does the screen swivel and tilt?			Swivel and tilt does not need to be built in, this can be added with a separate mechanism.	
Can the screen be read comfortably without having to raise or lower the head?			Users who wear bifocal may not be able to work comfortably and therefore should contact their optician.	
Is the screen free from glare and reflections?			A mirror can be placed in front of the screen to check where reflections may be coming from.	
			The desk/ screen may need to be moved to shield the screen from the source of reflections.	
Are window coverings provided and in an adequate condition?			Blinds with vertical slats are often more suitable. Anti –glare filters should be considered as a last resort.	
3. Keyboard Is the keyboard separate from the screen?			This is a requirement.	
Does the keyboard tilt?			Tilt does not need to be built in. It may encourage good keyboard technique to place the keyboard flat to avoid excessive bending of the wrists.	
Is it possible to find a comfortable keying position?			Try pushing the display screen further back to create more room for the keyboard, hands and wrists.	
Does the user have good keyboard technique?			Further training may be required to prevent: • Hands bent up at the wrist.	

Are the characters on the keys easily readable?			• Hitting the keys too hard. • Overstretching the fingers. Keyboards should be kept clean. If characters cannot be read then the keyboard may need to be replaced. Use a keyboard with a matt finish to reduce glare or reflection.	
4. Mouse Is the device suitable for the tasks it is used for? Is the device positioned close enough to the user?			Try a different device; there are a variety of shapes and sizes available. Most devices are best placed as close as possible, e.g. right beside the keyboard. Make sure the user: • Does not overreach • Leaves a hand on the device when it is not being used. • Keeps a relaxed arm and a straight wrist. • Doesn't grip the mouse too tightly. • Uses the whole arm to move the mouse rather than moving it just with the wrist. • Learns to use keyboard shortcuts instead of the mouse where necessary.	
Is there support for the device users wrist and forearm? Does the device work smoothly at a speed that suits the user? Can the user easily adjust the software settings for speed and accuracy of the pointer?			Support can be gained from the desk surface or the arm of a chair. If not a separate supporting device may be required. Check the work surface is suitable. A mouse mat may help. The user may require training in how to adjust these settings.	
5. Furniture Is the work surface large enough for all the necessary equipment, papers etc.?			Create more room by moving printers and reference materials elsewhere. Consider a clear desk policy. If necessary, consider providing new power and telecoms sockets so that equipment can be moved?	
Can the user comfortably reach all the equipment and papers they need to use?			Rearrange equipment, papers etc to bring the most frequently used things within easy reach. A document holder may be required for copy typing, positioned to minimise uncomfortable head and eye	

Are surfaces free from glare and reflection?			movements. Consider mats to reduce glare or reflection.	
6. Software Is the software suitable for the task?			Software should help the user carry out their necessary tasks, minimise the stress and be user-friendly. Check that the user has received the appropriate training in using the software. Software should respond quickly and clearly to user input.	
7. Environment Is there enough room to change position and vary movement?			Space is needed to move and stretch. Consider reorganising the office layout and check for any obvious obstructions. Cables should be kept tidy and not pose a trip hazard.	
Is the lighting suitable?			User should be able to control light levels e.g. through adjusting light switches and window blinds. Consider shading or repositioning light sources or providing local lighting e.g. desk lamps.	
Does the air feel comfortable?			DSE and other equipment can dry out the air, circulate fresh air where possible. Plants may also help, consider a de-humidifier is there is a severe problem. Contact lens wearers may experience discomfort due to dry eyes. Try to blink more often or use appropriate eye drops.	
Are the levels of heat comfortable?			Can the heating be better controlled? More ventilation and air conditioning may be required if there is a large amount of electronic equipment in the room. Can the user move away from the heat source?	
Are the levels of noise comfortable?			Consider moving the user away from sources of noise, e.g. printers, etc.	

8. Work Routine Does the user's workload encourage regular breaks?			The user should be aware that: • Tired muscles will ache and need to be stretched; • Lengthy periods of intense work should be avoided; • Users need to take a break from the screen at least every hour, <u>before</u> they become tired. • Many short breaks are better than longer, less frequent ones; • Users should do other work away from the screen; • Positioning the printer away from the desk will encourage users to get up and move around; • Users should not sit in the same position for prolonged periods; • Uses should change their posture as often as practicable.	
9. General Has the checklist covered all the problems the user has identified from working with DSE? Are there any other symptoms which the user attributes to working with DSE? Has the user been advised of their entitlement to eye and eyesight testing? Does the user take regular breaks from using DSE?				
Additional Problems				**Action Taken**

Ideal seated position for DSE Users.

1. The seat rest should be adjusted so the user is sitting upright.

2. Good lumbar support should be achieved (i.e. the lower back should be supported)

3. Seat height should be adjusted to achieve points 4-7 below.

4. There should be no excess pressure placed on the backs knees whilst the user is in a seated position.

5. There should be room under the desk to allow changes in posture. (i.e. no obstacles)

6. Forearms should be horizontal and elbows approximately at right angles.

7. There should be minimal bending of the wrists and hands; they should be in a horizontal position when using the keyboard.

8. Monitor screen should be at arms-length and height and angle should be adjustable to allow a comfortable position, with the head and neck straight.

9. Ensure there is sufficient space in front of the keyboard to the users' hands and wrists during pauses when typing. Place mouse close to keyboard.

10. A foot support may need to be provided the users' feet do not touch the floor.

11. If seat arm-rests are provided these should not prevent the user from pushing their chair under the desk or should be adjustable in height.