

## DISPLAY SCREEN EQUIPMENT - WORKSTATION ASSESSMENT

### Instructions to the workstation user:

Please read each question fully and answer by ticking either the “Yes”, “No” or “Not Applicable” (N/A) box. If you wish to add any additional information, put a tick in the “Further Information” (FI) box. Then use the Further Information section at the end of the document to record your points. Completed assessments should be sent to your Head of Service who will then forward the assessment to the Personnel Service.

	Yes	No	N/A	FI
<b>Software</b>				
Have you received adequate training in how to use the software?				
Do you find that the software is suitable for the tasks you perform?				
<b>Posture</b>				
Can you sit comfortably and easily change your posture?				
Can you adjust your equipment, e.g. your chair, monitor and desk, so that you can achieve a comfortable viewing position?				
Do all of the functions of the chair work, e.g. seat height, back tilt and height, swivel?				
Have you adjusted your chair to support the small of your back?				
Can your chair be positioned close enough to your desk, i.e. the arms don't prevent this?				
Is the chair stable, e.g. on a five-star base?				
Are your feet either flat on the floor, or on a footrest, so that there is not too much pressure from the seat on the backs of the legs?				
When keying, are the forearms approximately level with the keyboard, and the elbow approximately at a right angle?				
If necessary, is there a document holder available? <i>(Select N/A if not needed)</i>				
<b>Workstation/work surface</b>				
Is your workstation arranged so that you can work comfortably?				
Is there space in front of the keyboard to support your hands and forearms?				
Do you find your desk large enough for all the necessary equipment and paperwork?				
Is your workstation, including the area beneath, free from obstructions and hazards?				

	Yes	No	N/A	FI
<b>Display screen</b>				
Is the information displayed on the screen clear and easy to read?				
Is the text size comfortable to read?				
Is the screen clean?				
Can the contrast and brightness be adjusted? <i>(Please check)</i>				
Does the screen swivel and tilt?				
Is the image on the screen stable and flicker free?				
Is the screen at the correct height, i.e. is the top of the screen at eye level?				
<b>Keyboard</b>				
Is the keyboard fully functional and the characters clearly readable?				
Is the keyboard separate from the screen?				
Can the tilt of the keyboard be adjusted to suit your needs?				
Do you feel have good keying technique? i.e. not hitting the keys too hard, not resting the wrists whilst typing				
<b>Mouse, tracker-ball or other pointing device (the pointer)</b>				
Is the mouse or other pointer fully functional?				
Is the mouse or other pointer positioned close to you?				
Do you have a relaxed arm, straight wrist and do you avoid overreaching when using the pointer?				
Is your forearm and wrist supported whilst using it, e.g. by the desk?				
Does the device work smoothly at a pace which suits you?				
Do you know how to adjust the software settings for speed and accuracy of the pointer?				
If you are left-handed, has the mouse been adjusted to "right-click" for most functions?				
<b>Environment</b>				
Is the lighting suitable, e.g. not too bright or too dim?				
Is the screen free from glare and reflections?				
Is the desk surface free from irritating sources of reflection or glare?				

	Yes	No	N/A	FI
If necessary, are there adjustable window coverings provided?				
Does the temperature and humidity seem comfortable?				
Are levels of noise comfortable?				
<b><i>Eyesight and health</i></b>				
Are you aware that you are entitled to a free eye test if you use display screen equipment as a regular and habitual part of your work? ( <i>Ask the Personnel Service for details.</i> )				
Has this questionnaire covered everything to do with the use of your workstation? If no, please detail any other problems, e.g. discomfort, ill- health, in the section below.				
Have you read the HSE's information leaflet "Working with VDUs"? <a href="http://www.hse.gov.uk/pubns/indg36.pdf">http://www.hse.gov.uk/pubns/indg36.pdf</a>				
Further information (use additional sheet if required):				

Name:	Workstation location:
Signature:	Date assessment completed:

**For office use only**

Manager's name:	
List of actions to be taken:	Sign and date when completed:
<p><b>Note.</b> Refer to a trained DSE assessor or occupational health specialist if the user is experiencing health problems which appear to be associated with use of the workstation.</p>	