

Company Name : Display Screen Equipment User Self-Assessment

Name of Employee:

Designation:

Location:

Date:

Department:

Time:

Note: If you actively use Display Screen Equipment more or less continuously on most working days, with little or no interruption by other activities then you should be classed as a "user", and a workstation assessment must be undertaken. If your unsure, complete the 7 questions below to aid the assessor in making a decision.

	Yes	No
1. Do you depend on the use of Display Screen Equipment to do the job, there being no other means readily available for achieving the same results?	*	
2. Do you have any discretion on when and if to use Display Screen Equipment?		*
3. Is the ability to use Display Screen Equipment a requirement of your job?	*	
4. Do periods of work on Display Screen Equipment normally last for continuous spells of an hour or more	*	
5. Is Display Screen Equipment use on a more or less daily basis?	*	
6. Is the fast transfer of information between you and the screen an important requirement of your job?	*	
7. Does the performance requirements of the software you use normally require high levels of attention and concentration, for example, where the consequences of error may be critical?	*	

If the majority of answers are in the boxes marked * (i.e., at least 4 out of seven), then you should be considered a "user" and must be provided with adequate health and safety training in the use of the workstation. A "user" is also entitled to free eye and eyesight tests from their employer in accordance with regulation 3 of the Health and Safety (Display Screen Equipment) Regulations 1992.

Please return this form to the assessor when completed

To be filled in by the assessor only:

Conclusion – Based on the above information, the above person IS / IS NOT classed as a "user".

Assessor:

Reference Number:

Date:

Next Review Date: