

## Company Name :

# Display Screen Equipment Self-Assessment

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Name of Employee:

Checklist completed by  
(if not the employee):

Department:

Assessment reviewed  
by (line manager):

Date of Assessment:

Next Assessment Date:

1. General	Yes	No	If no, please state why?
Are you comfortable in your workplace environment?			

2. Layout	Yes	No	To consider...	Action(s) to take
Do you have a clear emergency route from your workstation?			The emergency routes should be clear of any obstruction	
Have tripping hazards and trailing cables been eliminated?			Make any necessary adjustments	





3. Lighting	Yes	No	To consider...	Action(s) to take
Is lighting at your workstation suitable for your tasks (for example, not too bright or too dim to work comfortably)?			Users should control light levels, for example by adjusting blinds or artificial lighting	

4. Temperature	Yes	No	To consider...	Action(s) to take
Is the temperature comfortable (16 degrees centigrade, one hour after starting work)?			Can heating be better controlled?	



5. Air	Yes	No	To consider...	Action(s) to take
Does the air feel comfortable?			DSE and other equipment can dry the air – circulate fresh air if possible.	

6. Noise	Yes	No	To consider...	Action(s) to take
Are levels of noise comfortable?			Considers moving sources of noise, for example other equipment, away from you.	


7. Workstation	Yes	No	To consider...	Action(s) to take
Is the work surface large enough to accommodate your work and equipment?			Create more room by moving reference materials, etc. elsewhere	
Are surfaces free from glare and reflection?			Consider a desk blotter to reduce a reflective area	
Is there adequate space for changes in posture, for example for knees and feet to be moved?			Space is needed for free movement. Move any obstructions from under the workstation. Consider moving equipment to provide space	
Can you adequately reach all of the necessary equipment and documentation you need to use?			Rearrange equipment, documentation, etc. to ensure frequently used items are within reach	

8. Chair	Yes	No	To consider...	Action(s) to take
Is the chair suitable?			The chair may need replacing or repair if the user is uncomfortable, or cannot use the adjustment mechanisms	
Is the chair stable?				
Does the chair have a working: <ul style="list-style-type: none"> <li>• Seat back height and tilt adjustment?</li> <li>• Seat height adjustment?</li> <li>• Swivel mechanism?</li> <li>• Castors or glides?</li> </ul>				
Is the small of your back supported by the chair's backrest?			The user should have a straight back, supported by the chair with relaxed shoulders	
Can it be positioned at the desk so that you can work in comfort without twisting and stretching?				
Are feet flat on the floor without too much pressure from the seat on the back of the legs?			Consider a foot rest 	
Are your lower arms approximately 90 degrees to the body?			Adjust your chair height to get your arms in the right (horizontal) position	
Are your eyes approximately level with the top of the screen? 			Adjust the DSE height if necessary	
Is the chair adjusted correctly, so that you are neither slouching or leaning forward, but with a straight back? 			The distance between the operator and the screen should be as indicated below. The arms of the chair may stop the user getting too close	


9. Electrical Equipment	Yes	No	To consider...	Action(s) to take
Has electrical equipment been checked for safety?			There is an ongoing programme for electrical appliance testing at the depot. Check the dates on any extension leads you are using to ensure compliance	

10. Keyboard	Yes	No	To consider...	Action(s) to take
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impractical, for instance where the user has a laptop)	
Does the keyboard tilt? 			Tilt need not to be built in	
Is it possible to find a comfortable position when typing (arms are neither outstretched or too close to the body)? 			The upper arms should be at approximately 90 degrees with the lower arms. The keyboard should be pushed back so that the desk can provide support for your wrists during typing pauses. Users of "thick, raised" keyboard may require a wrist rest.	
Do you have a good keyboard technique?			The following should be prevented: <ul style="list-style-type: none"> <li>• Hands bent up at the wrists</li> <li>• Hitting keys too hard</li> <li>• Over-stretching the fingers</li> </ul>	

Are the keys legible and easy to read?			Keyboards should be kept clean. If characters can't be read, the keyboard may need adjusting or replacing.
Do all keys operate correctly?			If not, the keyboard will need replacing

11. Mouse	Yes	No	To consider...	Action(s) to take
Is the mouse (or trackball) suitable for the task it is used for?				
Can the mouse be positioned on the desk within easy reach for you to work in comfort without stretching?			<p>The mouse is best placed as close as possible, right beside the keyboard.</p> <ul style="list-style-type: none"> <li>• Avoid over-reaching your arm</li> <li>• Avoid leaving your hand on the mouse when it's not in use</li> <li>• Try and relax your arm and keep a straight wrist</li> </ul>	
Is there support for your wrist and forearm when using the mouse?			<p>Support can be gained from the desk surface or arm of chair and wrist pad</p> 	
Does the mouse work smoothly at a speed that suits you?			See if cleaning is required. Check the work surface is suitable – a mouse mat may be needed	

Can you easily adjust software settings for speed and accuracy of pointer?			Seek guidance if you cannot adjust this
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12. Screen / Monitor	Yes	No	To consider...	Action(s) to take
Are images clear and stable, and characters of a suitable size for you?			Ensure the screen is clean. Check that text and background colours work well together. If problems such as "flickering" persist adjust your software settings or consult the IT department	
Is the screen's specifications suitable for use?			Try changing resolution, which can make graphics larger or smaller, depending on the function you are using	
Is the brightness and contrast adjustable?			Separate controls are not essential, provided the user can read the screen easily at all times	
Is the screen free of glare when you are working in a normal position at the workstation?  			You may need to move the screen to suit. Screens that use dark characters on a light background are less prone to glare	
Are adjustable window coverings provided and in adequate working condition?			Check that blinds work. Blinds with vertical slats are more suitable than horizontal ones. If all else fails, consider an anti-glare filter as a last resort	

13. Task Design and Software	Yes	No	To consider...	Action(s) to take
Is the software easy to use and suitable for the task?			Software should help the user carry out the task, minimise stress and be user-friendly. Software should respond quickly and clearly to user input, with adequate	
Have you received any / enough training to use your software?			If no, list software training requirement in the next column	

14. Work Planning	Yes	No	To consider...	Action(s) to take
Does your job include "natural" breaks from DSE work (for example, telephone calls, filing, photocopying, etc.)?			If no, then you must ensure that you take frequent, short breaks – around 10 minutes per hour)	

15. ...finally...	Yes	No	To consider...	Action(s) to take
Has this self-assessment covered all the problems you may have working with your DSE?				

**To be completed by employee...**

<b>Signed:</b>		<b>Date:</b>
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**Employees Section Complete** - Please do not complete any further than this section. Thank you

To be completed by the safety advisor - Name:

*I have received the completed self-assessment from the user*

*I have reviewed the assessment. Actions are/ are not \* required (\* delete as applicable)*

<b>Signed:</b>		<b>Date:</b>
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I have taken the following actions on the following dates:

<b>Area:</b>	<b>Adjustment Made:</b>	<b>date:</b>
<b>1. General</b>		
<b>2. Layout</b>		
<b>3. Lighting</b>		
<b>4. Temperature</b>		
<b>5. Air</b>		
<b>6. Noise</b>		
<b>7. Workstation</b>		
<b>8. Chair</b>		
<b>9. Electrical Equipment</b>		
<b>10. Keyboard</b>		
<b>11. Mouse</b>		
<b>12. Screen / Monitor</b>		
<b>13. Task Design and Software</b>		
<b>14. Work Planning</b>		