

DSE User Checklist

User name **Workstation location**

Checklist completed by **on** (dd/mm/yy) __/__/__

It is important that you are comfortable when using your DSE workstation. Your workstation includes the screen, keyboard, mouse, desk, chair, work area and environment etc.

As the workstation user, you should initially complete the Yes/No and Comments boxes. “*Things to consider*” are included in italic text. An assessor should then review the checklist and, working with the user, find solutions to any problems identified. The date of the assessment should be recorded at the end of the checklist.

Risk factor	Tick box		Comments	Action required (what, when & who by)
	Yes	No		
1. The job				
a) Does your job involve a variety of tasks other than DSE work?				
b) Do you take regular breaks from DSE work? <i>If not why not?</i>				
c) Have you received adequate information & training to allow you to use your workstation comfortably?				
d) Have you been advised of your entitlement to eye & eyesight testing? <i>What was the date of the last test provided/paid for by your employer?</i>			<i>Date:</i>	
2. Display Screen				
a) Are the characters on the screen clear and readable? <i>The screen should be kept clean and suitable cleaning materials should be made available for users. The software settings may need adjusting if the text size is too small or too big.</i>			<i>Check that text and background colours work well together.</i>	
b) Is the screen image stable i.e. free from flicker/jitter? <i>Try different screen colours and set ups - if problems persist get the set-up checked e.g. by the equipment supplier.</i>				

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<p>c) Is the screen suitable for its intended use?</p> <p><i>Intensive graphic work or fine detail may require a larger screen.</i></p>				
<p>d) Does it swivel and tilt?</p> <p><i>Swivel & tilt need not be built in and mechanisms can be added.</i></p>			<p><i>You may need to replace the screen if it cannot be easily adjusted.</i></p>	
<p>e) Are brightness and/or contrast adjustable?</p>				
<p>f) Is the screen free of glare and reflection?</p> <p><i>Identify the source of any glare or reflection. You may need to move the screen and even the desk or you may need to shield the screen.</i></p>			<p><i>Also see section 10.</i></p>	
3. Keyboard				
<p>a) Is the keyboard separate from the screen?</p> <p><i>If necessary portable computers can be used with a separate keyboard when at a fixed workstation.</i></p>				
<p>b) Does the keyboard tilt?</p> <p><i>Tilt need not be built in.</i></p>				
<p>c) Can you find a comfortable keying position & technique?</p> <p><i>Hands shouldn't be bent up or down at the wrist, you shouldn't need to overstretch your fingers or apply more than a soft touch on the keys. There should be enough space to rest your hands in front of the keyboard.</i></p>			<p><i>Consider a wrist rest if necessary.</i></p>	
<p>d) Are characters on the keys easy to read?</p> <p><i>Keyboards should be kept clean. There should not be glare or reflection from the keyboard.</i></p>				
4. Mouse, trackball etc.				
<p>a) Is the device suitable for the tasks it is used for?</p> <p><i>If not try a different type. They are available in a wide variety of types, shapes and sizes.</i></p>				

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<p>b) Is the mouse or trackball etc. positioned close to you?</p> <p><i>Most devices are best placed as close as possible e.g. next to the keyboard. You should be able to find a comfortable working position.</i></p>			<p><i>You should not overreach or leave your hand on the device when it is not in use.</i></p>	
<p>c) Is there enough support for your wrist and forearm?</p> <p><i>E.g. from the desk surface or chair arm. If not a separate supporting device may help.</i></p>				
<p>d) Does the device work smoothly and at the right pace?</p> <p><i>Cleaning may be required.</i></p>			<p><i>The work surface should be suitable (e.g. mouse mat).</i></p>	
<p>e) Can you easily adjust the speed and accuracy of the pointer with the software?</p>			<p><i>Training may be required</i></p>	
5. Desk/Working Surface				
<p>a) Is the surface large enough for the monitor keyboard, documents, files etc?</p> <p><i>There should be scope for flexible arrangement of the equipment.</i></p> <p><i>Consider the need for extra data &/or electrical sockets so equipment can be moved. Cables trailing across the floor should be avoided.</i></p>			<p><i>Create more room by moving printers, reference materials.</i></p>	
<p>b) Can you comfortably reach all the equipment, files and papers that you need to use?</p> <p><i>If necessary rearrange the equipment and files etc.</i></p>			<p><i>A document holder might be necessary.</i></p>	
<p>c) Is the desk surface at a suitable height?</p> <p><i>If not the height may need adjusting.</i></p>				
<p>d) Is there sufficient legroom?</p> <p><i>Obstacles under the desk may prevent comfortable positioning of the feet.</i></p>				
<p>e) Is the desk surface free from reflection or glare?</p>			<p><i>See also Section 10.</i></p>	

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6. Document Holder				
a) Do you have a document holder? <i>See Section 5b if one is required.</i>				
b) Is it at a suitable height and position relative to the screen?				
c) Is it adjustable & easy to use?				
7. Chair				
a) Is it suitable, stable and in good repair?				
b) Is it adjustable (swivel, seat height, backrest height & tilt, armrest height)? <i>Do the mechanisms work?</i>				
c) Are your forearms horizontal and your eyes roughly at the same height as the top of the VDU? <i>Adjust your chair to get your arms in the right position and then adjust the VDU height if necessary (it may need to be placed on something suitable).</i>				
d) Are your feet flat on the floor without too much pressure on the backs of your legs? <i>If not, you may need a footrest. See Section 8.</i>				
e) Is the small of your back supported when working? <i>There should be adequate space for your bottom between the seat and backrest to allow you to sit comfortably with your lower back supported by the backrest.</i>				
f) Is your back straight and are your shoulders relaxed when working? <i>Your back should be supported by the backrest and you should not need to lean forward.</i>				

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g) If your chair has arms do they allow you to get close enough to the keyboard etc?				
8. Footrest				
a) Has a footrest been provided if necessary?				
b) If yes, is it adjusted so that your feet are flat without too much pressure from the seat on the backs of your legs?				
9. Space				
a) Is there adequate space around your workstation to allow you to change position and vary movements? <i>You need space to move around and to fidget – it is not good to stay in one position for a long time.</i>			<i>Consider reorganising the office layout.</i>	
10. Lighting				
a) Is there adequate natural or artificial lighting? <i>Users should be able to control light levels to your satisfaction e.g. by blinds & light switches.</i> <i>Problem light sources could be shaded or repositioned. Local lighting may be necessary.</i>			<i>Take care not to introduce additional problems.</i>	
b) Are windows fitted with blinds or other protective coverings that work?			<i>Are they used? If not: why?</i>	
c) Is the workstation free from reflection and/or glare? <i>This can arise from natural or artificial lighting. Use a mirror to find the source of reflections.</i>				
11. Environmental factors				
a) Are temperature, ventilation and humidity levels comfortable? <i>Can heating be satisfactorily controlled? Does humidity need to be increased?</i>			<i>Is more ventilation required? Open windows can move blinds & create reflections.</i>	

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b) Are noise levels comfortable?				
12. Software				
a) Is the software suitable for the task?				
b) Is software easy to use?				
c) Does the software give adequate feedback where necessary (e.g. suitable help and error messages).				
d) Do you require training / further training on the use of the software?				
13. Other comfort problems				
a) Has this checklist covered all the problems you might have working with your DSE?				
b) Have you experienced any discomfort or other symptoms, which you think is related to using your VDU?				

Assessment

Carried out by (name)

Signature Date (dd/mm/yy) __/__/__

Follow up action to be completed by (dd/mm/yy) __/__/__

Reviews

This assessment will need to be reviewed if:

- a) significant changes are made to equipment, software or furniture.
- b) workstations are re-sited.
- c) the nature of the work changes significantly.
- d) new users start or existing users change workstations.

When reviewing the assessment, focus on the aspects that have changed.

Reviewed on (dd/mm/yy) __/__/__ by (name)

Follow up action to be completed by (dd/mm/yy) __/__/__