

# DSE WORKSTATION CHECKLIST

**Workstation location and number** .....

(if applicable):

**User:** .....

**Checklist completed by:** .....

**Assessment checked by:** .....

**Date of assessment:** .....

**Any further action needed? YES / NO**

**Follow-up action completed on:** .....

This checklist can be used as an aid to risk assessment and to help comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations.

Work through the checklist, ticking either the 'yes' or 'no' column against each risk factor:

✓ 'Yes' answers require no further action.

✗ 'No' answers will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the 'Action to take' column. Assessors should check later that actions have been taken and have resolved the problem.

Remember the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, for example by giving users health and safety training, and providing for breaks or changes of activity.

## 1 DISPLAY SCREENS

Problems to look for when making an assessment	Tick answer		Ways of reducing the risk	Action to take
	YES	NO		
Are the characters clear and readable?	<input type="checkbox"/>	<input type="checkbox"/>	Make sure the screen is clean and cleaning materials are made available. Check that text and background colours work well together.	.....

<b>Is the text size comfortable to read?</b>	<input type="checkbox"/>	<input type="checkbox"/>	Software settings may need adjusting to change text size.	-----
<b>Is the image stable, i.e. free of flicker and jitter?</b>	<input type="checkbox"/>	<input type="checkbox"/>	Try using different screen colours to reduce flicker, e.g. darker background and lighter text. If problems still exist, get the set-up checked, e.g. by the equipment supplier.	-----
<b>Is the screen's specification suitable for its intended use?</b>	<input type="checkbox"/>	<input type="checkbox"/>	For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	-----
<b>Are the brightness and/or contrast adjustable?</b>	<input type="checkbox"/>	<input type="checkbox"/>	Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	-----
<b>Does the screen swivel and tilt?</b>	<input type="checkbox"/>	<input type="checkbox"/>	Swivel and tilt need not be built in; you can add a swivel and tilt mechanism. However, you may need to replace the screen if: ■ swivel/tilt is absent or unsatisfactory ■ work is intensive and/or: ■ the user has problems getting the screen to a comfortable position	-----
<b>Is the screen free from glare and reflections?</b>	<input type="checkbox"/>	<input type="checkbox"/>	Use a mirror placed in front of the screen to check where reflections are coming from. You might need to move the screen or even the desk and/or shield the screen from the source of reflections. Screens that use dark characters on a light background are less prone to glare and reflections.	-----
<b>Are adjustable window coverings provided and in adequate condition?</b>	<input type="checkbox"/>	<input type="checkbox"/>	Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones. If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.	-----

## 2 KEYBOARDS

Problems to look out for when making an assessment	Tick answer		Ways of reducing the risk	Action to take
	YES	NO		
<b>Is the keyboard separate from the screen?</b>	<input type="checkbox"/>	<input type="checkbox"/>	This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable).	-----
<b>Does the keyboard tilt?</b>	<input type="checkbox"/>	<input type="checkbox"/>	Tilt need not be built in.	-----
<b>Is it possible to find a comfortable keying position?</b>	<input type="checkbox"/>	<input type="checkbox"/>	Try pushing the display screen further back to create more room for the keyboard, hands and wrists. Users of thick, raised keyboards may need a wrist rest.	-----

Does the user have good keyboard technique?

 

Training can be used to prevent:

- hands bent up at wrist
- hitting the keys too hard
- overstretching the fingers

Are the characters on the keys easily readable?

 

Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing.  
Use a keyboard with a matt finish to reduce glare and/or reflection.

### 3 MOUSE, TRACKBALL etc

Problems to look out for when making an assessment	Tick answer		Ways of reducing the risk	Action to take
	YES	NO		
Is the device suitable for the tasks it is used for?	<input type="checkbox"/>	<input type="checkbox"/>	If the user is having problems, try a different device. The mouse & trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touch screens may be better for some tasks (but can be worse for others).	
Is the device positioned close to the user?	<input type="checkbox"/>	<input type="checkbox"/>	Most devices are best placed as close as possible, e.g. right beside the keyboard. Training may be needed to: <ul style="list-style-type: none"> <li>■ prevent arm overreaching;</li> <li>■ tell users not to leave their hand on the device when it is not being used;</li> <li>■ encourage a relaxed arm and straight wrist.</li> </ul>	
Is there support for the device user's wrist and forearm?	<input type="checkbox"/>	<input type="checkbox"/>	Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help. The user should be able to find a comfortable working position with the device.	
Does the device work smoothly at a speed that suits the user?	<input type="checkbox"/>	<input type="checkbox"/>	See if cleaning is required (e.g. of mouse ball and rollers). Check the work surface is suitable. A mouse mat may be needed.	
Can the user easily adjust software settings for speed and accuracy of pointer?	<input type="checkbox"/>	<input type="checkbox"/>	Users may need training in how to adjust device settings.	

### 4 SOFTWARE

Problems to look out for when making an assessment	Tick answer		Ways of reducing the risk	Action to take
	YES	NO		
Is the software suitable for the task?	<input type="checkbox"/>	<input type="checkbox"/>	Software should help the user carry out the task, minimise stress and be user-friendly.	

Check users have had appropriate training in using the software. Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.

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## 5 FURNITURE

Problems to look out for when making an assessment	Tick answer		Ways of reducing the risk	Action to take
	YES	NO		
Is the work surface large enough for all the necessary equipment, papers etc?	<input type="checkbox"/>	<input type="checkbox"/>	Create more room by moving printers, reference materials etc elsewhere. If necessary, consider providing new power and telecoms sockets, so equipment can be moved. There should be some scope for flexible arrangement.	-----
Can the user comfortably reach all the equipment and papers they need to use?	<input type="checkbox"/>	<input type="checkbox"/>	Rearrange equipment, papers etc to bring frequently used things within easy reach. A document holder may be needed, positioned to minimise uncomfortable head and eye movements.	-----
Are surfaces free from glare and reflection?	<input type="checkbox"/>	<input type="checkbox"/>	Consider mats or blotters to reduce reflections and glare.	-----
Is the chair suitable?	<input type="checkbox"/>	<input type="checkbox"/>	The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.	-----
Is the chair stable? Does the chair have a working: ■ seat back height and tilt adjustment? ■ seat height adjustment? ■ swivel mechanism? ■ castors or glides?	<input type="checkbox"/>	<input type="checkbox"/>		-----
Is the chair adjusted correctly?	<input type="checkbox"/>	<input type="checkbox"/>	The user should be able to carry out their work sitting comfortably. Consider training the user in how to adopt suitable postures while working. The arms of chairs can stop the user getting close enough to use the equipment comfortably. Move any obstructions from under the desk.	-----
Is the small of the back supported by the chair's backrest?	<input type="checkbox"/>	<input type="checkbox"/>	The user should have a straight back, supported by the chair, with relaxed shoulders.	-----
Are forearms horizontal and eyes at roughly the same height as the top of the VDU?	<input type="checkbox"/>	<input type="checkbox"/>	Adjust the chair height to get the user's arms in the right position, then adjust the VDU height, if necessary.	-----
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?	<input type="checkbox"/>	<input type="checkbox"/>	If not, a foot rest may be needed.	-----

# 6 ENVIRONMENT

Problems to look out for when making an assessment	Tick answer		Ways of reducing the risk	Action to take
	YES	NO		
Is there enough room to change position and vary movement?	<input type="checkbox"/>	<input type="checkbox"/>	Space is needed to move, stretch and fidget. Consider reorganising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard.	-----
Is the lighting suitable, e.g. not too bright or too dim to work comfortably?	<input type="checkbox"/>	<input type="checkbox"/>	Users should be able to control light levels, e.g. by adjusting window blinds or light switches.  Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).	-----
Does the air feel comfortable?	<input type="checkbox"/>	<input type="checkbox"/>	VDUs and other equipment may dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.	-----
Are levels of heat comfortable?	<input type="checkbox"/>	<input type="checkbox"/>	Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?	-----
Are levels of noise comfortable?	<input type="checkbox"/>	<input type="checkbox"/>	Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing.	-----

# 7 Final Questions to Users....

- Has the checklist covered all the problems you have working with the VDU.
- Have you experienced any discomfort or other symptoms that you attribute to working with the VDU.
- Have you been advised of your entitlement to eye and eyesight testing?
- Do you take regular breaks working away from VDUs.

**Write the details of any problems here (continue on another sheet if necessary):**

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