

DSE Workstation Awareness Checklist

Risk Factor	Yes or No	Action To Take
Are the characters on screen easy to read?		
Does the image flicker?		
Are the screen brightness settings ok?		
Does the screen tilt so it can be adjusted for the user?		
Can you adjust the height of the screen?		
Does the keyboard have a matt surface?		
Are the keys on the keyboard legible?		
Is the arrangement of equipment flexible on the work surface?		
Is there adequate space to find a comfortable position whilst working?		
Is the chair stable?		
Can the chair's height and back be adjusted?		
Is there a footrest?		
Are there satisfactory lighting conditions?		
Are there any disturbing glares or reflections on the screen?		
Does daylight fall onto the workstation?		
Does the equipment emit any distracting noises?		
Does the equipment produce excessive heat that may be uncomfortable?		
Is there an adequate level of humidity?		