

DSE Checklist for Standing Users

Display Screen

- The screen is central on the desk directly in front of the user.
- The screen is roughly an arm's length away from the user.
- The user's eyes are level with a point roughly 2-3 inches below the top.
- The monitor is tilted back at a slight angle (20 degrees).
- The screen is positioned in such a way that glare is eliminated.
- The screen displays a clear, stable, in-focus image and does not flicker.
- The brightness/contrast have been adjusted to suit the lighting conditions.
- The text displayed on the screen is sharp, of a suitable colour, and legible.
- The screen is clean and free of scratches or dirt.

Keyboard

- The keyboard is separate from the screen.
- The keyboard is positioned in front of the user with the 'h' key lined up with the centre of their body.
- The keyboard platform is slightly below elbow level (when the user's arms are loose at their side).
- The keyboard has a matt surface so to avoid glare.
- The keys are legible.
- The keys require only a soft touch when typing.
- The keys are clean and free of grime.

Mouse

- The mouse is on the same platform as and close to the keyboard.
- The mouse is of a suitable shape and size – it fits comfortably in the user's hand.
- The mouse is adjustable in terms of sensitivity and functions.
- The scroll wheel is not stiff or overly sensitive.
- The mouse movement is not slippery or stiff.
- The mouse is clean.

The Work Environment

- The lighting does not impose on the user's DSE; there is no glare from either natural or artificial lighting.
- There is adequate heating or air conditioning to keep the room at a comfortable temperature.
- The room's humidity is at a comfortable level.
- Background noise is not intrusive or distracting.
- The workspace is of a suitable height and has enough space for all the equipment.
- The workspace is clean and free of clutter.
- The user has a mat or pad for cushioning their feet where needed.

Posture

- The user's legs, torso, neck, and head should be kept in line and vertical.
- The user does not need to bend or twist their wrists.