

Display Screen Equipment (DSE)

Workstation Checklist

This checklist has been created to help DSE assessors complete a risk assessment of users' workstations. As outlined in the Health and Safety (Display Screen Equipment) Regulations 1992, it is the legal responsibility of the employer to ensure users' DSE is correctly set up and will not pose a health and safety risk. Usually, employers will nominate one employee to be the DSE assessor and it is their duty to carry out these checks on employees' workstations on behalf of the company.

As DSE Assessor, you should work through this checklist while assessing each individual user's workstation. For each of the risks you should consider whether it fulfils the criteria, using the information in the 'areas for consideration' column, and answer 'yes' or 'no'. A 'yes' answer requires no further action. But, if the answer is no, briefly assess what further action needs to be taken and enter this in the appropriate box. Following the assessment, you should return to these comments and ensure that the appropriate steps have been taken to solve any issues.

To find out more about DSE assessments and who is considered a DSE user, you can return to High Speed Training's DSE Assessor training course and refresh your memory.

Assessment Details

Date of assessment:	
Department:	
User's name:	
Workstation location and I.D. number (if applicable):	
Checklist completed by (DSE assessor's name):	
Assessment checked by:	
Further action required? (Yes/No):	
Follow-up action completed on:	

Contents

Display Screen(s)	1	Work Environment.....	8
Keyboard.....	3	Portable Equipment	9
Mouse	4	Software	10
Phones (complete if applicable to the user)	5	Additional Advice for Standing Users	11
Desk Chair	6	Final Questions to Users.....	12
Furniture	7		

Display Screen(s) (1 of 2)

RISK FACTOR	Y/N	AREAS FOR CONSIDERATION	ACTION TO TAKE
Is the text size appropriate for the user to comfortably read?		Text should be roughly 2 to 3 times larger than the size of the smallest text the user can read.	
Are the characters clear and easy to read?		Make sure the screen is clean and users have materials available to do so themselves. Text and background colours should contrast, such as black on white.	
Is the image sharp and free from flicker?		The settings may need adjusting or the screen itself replacing if there is a fault.	
Is the screen brightness and contrast suitably adjusted?		Ensure users are aware of how to adjust these and what a suitable setting looks like.	
Can the screen be tilted, raised or lowered?		Make sure the screen is angled so that any glare and reflections from sunlight and artificial lighting is minimised. A swivel and tilt mechanism may be added.	

Display Screen(s) (2 of 2)

RISK FACTOR	Y/N	AREAS FOR CONSIDERATION	ACTION TO TAKE
Is the screen (or screens) positioned correctly?		<p>The main screen should be central to the user's body and roughly an arm's length away. Their eyes should be meeting the screen 2 to 3 inches below the top.</p>	

Keyboard

RISK FACTOR	Y/N	AREAS FOR CONSIDERATION	ACTION TO TAKE
Are the keys clear and legible?		<p>If cleaning the keyboard doesn't improve this, you may need to replace the keys or keyboard itself.</p> <p>A keyboard with a matt finish will reduce glare.</p>	
Are the keys working properly?		<p>The user should be able to easily type using a soft touch. If keys require more force, consider having the keyboard replaced.</p>	
Is the keyboard separate from the screen?		<p>This is essential, excluding circumstances where the work can only be carried out using a portable device, such as a laptop.</p>	
Does the user position themselves correctly in relation to the keyboard?		<p>There should be enough room for the keyboard on the desk. Typing should be comfortable but, if it isn't, try to make more desk space and move the keyboard back.</p> <p>Wrists should be kept straight and fingers should not be overstretched when typing.</p> <p>A wrist rest should be provided if this improves the user's comfort. Training should be offered and arranged if deemed necessary.</p>	

Mouse

RISK FACTOR	Y/N	AREAS FOR CONSIDERATION	ACTION TO TAKE
Is the mouse within easy reach of the user?		The user's arm should be close to their side with their elbow at a slightly open angle. They should be able to maintain a straight wrist when using it.	
Does it fit comfortably within the user's hand?		The mouse should be of a suitable shape and size so that their hand isn't overstretched. Ensure they are using their dominant hand, and provide them with a left-handed mouse if required.	
Does the scroll wheel work with ease?		A stiff or overly sensitive wheel will cause the user to adopt repetitive wrist motions.	
Does the mouse itself move easily on the desk?		A mouse mat should be provided. Mouse movement should not feel stiff or slippery.	
Is the user's wrist and forearm supported?		The desk or chair arm may be able to provide support. Or, a mouse mat with built in support may be appropriate.	

Phones (complete if applicable to the user)

RISK FACTOR	Y/N	AREAS FOR CONSIDERATION	ACTION TO TAKE
Is the phone positioned close to the user?		If the user has a desk phone that they use frequently, it should be positioned within easy reach. This will prevent the user from having to repeatedly stretch for it, possibly causing strain. As an alternative, a headset may benefit users.	
Is the phone placed at the opposite side of the desk to the mouse?		This should prevent users from placing the phone between their ear and shoulder to continue the conversation while using the mouse.	
If the user relies on a mobile phone or tablet for their job, do they use it correctly?		Ensure users are confident in how to use the device in a way that is comfortable and effective for them. Again, make sure that users do not tuck their mobile phones under the neck when talking.	

Desk Chair

RISK FACTOR	Y/N	AREAS FOR CONSIDERATION	ACTION TO TAKE
Is the chair stable and in a good condition?		Ensuring the user is comfortable is the most important thing to remember. The chair needs to be suitable for the user who is likely to be seated here for the majority of the day. Built-in lumbar support will accommodate the curve of the user's lower back.	
Can the height and recline be adjusted?		The height and the seat back should both be adjustable.	
Does the chair have armrests?		Armrests should be positioned so that when the user's elbows are bent at around 90° the undersides barely touch them.	
Is the user sat correctly?		Users should have a straight back and relaxed shoulders. The chair should be adjusted so that the user's feet are flat on the floor, with knees at an angle of approximately 90°. If this can't be achieved, then a footrest should be provided to relieve pressure on their legs.	
Can the chair be positioned comfortably in front of and/or under their desk?		The user's chair must not be obstructed and they must have enough surrounding space to comfortably move and stretch.	

Furniture

RISK FACTOR	Y/N	AREAS FOR CONSIDERATION	ACTION TO TAKE
Is the work surface made of an appropriate material such as wood?		Wood is a low reflectance material, reducing the likelihood of glare that could reflect onto the screen and obstruct text.	
Is the desk of a suitable height?		The chair should fit under the desk so that the user is positioned approximately an arm's length away from the screen.	
Is there enough space on and underneath the desk?		<p>There must be sufficient space on the desk to allow users enough space to use their equipment and any documents. Encourage them to keep their desk clean and free of clutter.</p> <p>The user must have adequate space under their desk to allow them to adjust their legs.</p>	

Work Environment

RISK FACTOR	Y/N	AREAS FOR CONSIDERATION	ACTION TO TAKE
Are the effects of lighting already taken into consideration?		Natural and artificial lighting can cause glare on screens that is obstructing and distracting. Window coverings or blinds can solve this issue, as well as positioning screens at an angle away from where light hits.	
Does the user find the workplace temperature to be comfortable?		A workplace that is too hot or too cold is likely to impact a user's productivity. Temperature should be regulated through heating and air conditioning.	
Is noise kept to a minimum with no distractions?		Potentially noisy equipment, such as printers, should be kept separate to the user's workstation. Other sources of noise should be assessed and managed on a case-by-case basis.	

Portable Equipment

RISK FACTOR	Y/N	AREAS FOR CONSIDERATION	ACTION TO TAKE
Is the user positioned correctly without having to awkwardly bend over?		A detachable or height-adjustable screen would be ideal. Or, it should be raised to a comfortable height for the user such as through the use of a docking station or raised up support.	
Does the user have the option of a wireless (or USB) keyboard and mouse?		Built-in keyboards and laptop trackpads are more likely to cause hand and wrist pain.	
Is the device lightweight and easy to carry around if necessary?		Ideally, the device should weigh 3kg or less. If used frequently, it may cause the employee to experience aches and strains, especially if it is carried around in a shoulder bag. If possible, users should be able to leave their portable equipment in a secure place so that they don't have to keep it with them at all times. If this is unavoidable, backpacks to distribute the weight evenly should be provided.	

Software

RISK FACTOR	Y/N	AREAS FOR CONSIDERATION	ACTION TO TAKE
Is the software appropriate for the task the user has to complete?		Employees should be using the most up-to-date versions of software that is relevant to the task at hand.	
Is it well adapted to the user so they can easily use it?		If the user struggles with some of the software, it may cause them workplace stress or fatigue. If they are having difficulties, ensure they receive proper training or find an alternative software they can use instead.	

Additional Advice for Standing Users

RISK FACTOR	Y/N	AREAS FOR CONSIDERATION	ACTION TO TAKE
Are the user's legs, torso, neck, and head kept in line and straight?		To avoid causing discomfort and strain, users must maintain a good posture. Observe whether they are slouching or applying more pressure on one side of the body than the other.	
Does the user maintain straight wrists?		If you observe them bending or twisting their wrists, support may be needed, such as a mouse mat with a wrist rest built in.	

Final Questions to Users

- Does the user currently experience any noticeable discomfort in relation to their DSE usage?
- Is the user aware that they are entitled to eye tests (and glasses in certain circumstances)?
- Does the user take regular breaks from working at their DSE? Do they feel comfortable doing so during work?
- Does the employee know who to contact with any issues or how to request training?

Record the details of any problems here: