Workstation Assessment

Name: XXX

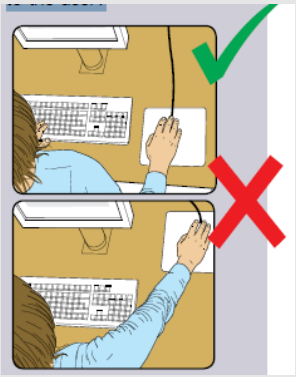
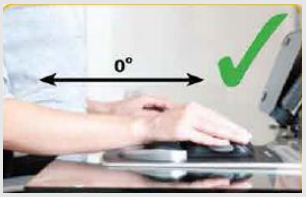
Site/Department	XXX	Date completed	XXX
List Main Duties involving Display Screen Equipment: XXX			

Instructions for Completion

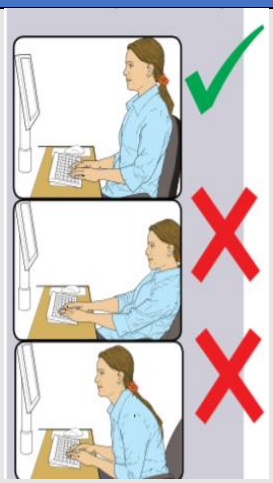
Colleague Self-Assessment

- Complete each section and question below, with Yes/No
- Make workstation adjustments where appropriate
- Risk factors that cannot be corrected, list in "Items for follow up" and discuss with your Line Manager

Medical Issue			Yes	No
Does the user have a Medical Issue relating to DSE			☐	☐
Does the user suffer from eyestrain, headaches etc.			☐	☐
Does the user take regular breaks/changes of activity away from the screen (at least every 2 hours)			☐	☐
Does the user suffer from aches or pains in the upper limbs or back			☐	☐
Year of last eye test		Is this over 3 years ago?	☐	☐

Risk Factor	Tick		Risk Factor	Tick		Risk Factor	Tick	
	Yes	No		Yes	No		Yes	No
Mouse								
Is the mouse positioned close to the user? 	☐	☐	Is there support for the device user's wrist and forearm?  *Tip: Support can be from, e.g. the desk surface or arm of a chair*	☐	☐	Can the user easily adjust software settings for speed and accuracy of pointer? Is the work surface suitable for use? Does the device work smoothly at a speed that suits the user? *Tip: Cleaning the mouse ball or roller improves operation*	☐ ☐ ☐	☐ ☐ ☐
Display Screens								
Are the characters clear and readable? Do the text and background colours work well together? Is the text size comfortable to read? *Tip: Software settings may need adjusting to change text size.*	☐ ☐ ☐	☐ ☐ ☐	Is the image free of flicker and jitter? Does the screen swivel and tilt? *Tip: Different screen colours can reduce flicker, e.g. darker background/ lighter text.* *Tip: Make sure the screen is clean and cleaning materials are available.*	☐ ☐	☐ ☐	Is the screen free from glare and reflections? Are the brightness and/or contrast levels adjustable? *Tip: Screens that use dark characters on a light background are less prone to glare and reflections.*	☐ ☐	☐ ☐

Workstation Assessment Name:

Risk Factor	Tick		Risk Factor	Tick		Risk Factor	Tick	
	Yes	No		Yes	No		Yes	No
Furniture								
Is the work surface large enough for all the necessary equipment, papers etc?	☐	☐	Is the chair suitable and stable? Is there a working: - Seat back height and tilt adjustment? Seat height adjustment? castors or glides? Is the chair adjusted correctly? Are forearms horizontal and eyes at roughly the same height as the top of the monitor? *Tip: The arms of chairs can stop you getting close enough to use the equipment comfortably.* *Tip: Move any obstructions from under the desk*	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐			
Can the user comfortably reach all the equipment and papers they need to use?	☐	☐				Can the user carry out their work sitting comfortably?	☐	☐
Are surfaces free from glare and reflection?	☐	☐				Are keyboard characters easy to read?	☐	☐
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?	☐	☐				Does the chair's backrest support the small of the back?	☐	☐

Environmental Issues					
Risk Factor	**Tick Answer**		**Risk Factor**	**Tick Answer**	
	Yes	**No**		**Yes**	**No**
Is the lighting suitable-not too bright or dim			Are levels of heat comfortable?		
Are levels of noise comfortable?			Does the air feel comfortable?		
Is there enough room to change position?			Can movement be varied easily?		

Items for follow up

XXX