Workstation Assessment

Name:

Site/Department		Date completed	
List Main Duties inv	volving Display Screen Equipment:		

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					
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			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? ••••••••••••••••••••••••••••••••••••			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? <i>Tip: Cleaning the mouse</i> <i>ball or roller improves</i> <i>operation</i>		
Display Screens								
Are the characters clear and readable? Do the text and background colours work well together? Health and safety Health and safety Is the text size comfortable to read? <i>Tip: Software settings may</i> <i>need adjusting to change</i> <i>text size.</i>			Is the image free of flicker and jitter? Does the screen swivel and tilt?			Is the screen free from glare and reflections? Are the brightness and/or contrast levels adjustable?		

Workstation Assessment Name:

No	Is the chair suitable and stable? Is there a working: - Seat back height and tilt adjustment? Seat height adjustment? castors or glides?	Yes	No		Yes	No
	stable? Is there a working: - Seat back height and tilt adjustment? Seat height adjustment?					
	stable? Is there a working: - Seat back height and tilt adjustment? Seat height adjustment?					
	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.			their work sitting comfortably? Are keyboard characters easy to read?		
	<i>Tip: Move any obstructions from under the desk</i>			Does the chair's backrest support the small of the back?		
		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	and eyes at roughly the same height as the top of the monitor? <i>Tip: The arms of chairs can</i> <i>stop you getting close</i> <i>enough to use the</i> <i>equipment comfortably.</i> <i>Tip: Move any obstructions</i>	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	and eyes at roughly the same height as the top of the monitor?Image: Can the user carry out their work sitting comfortably?Tip: The arms of chairs can stop you getting close enough to use the equipment comfortably.Image: Can the user carry out their work sitting comfortably?Tip: Move any obstructions from under the deskDoes the chair's backrest support the small of the	and eyes at roughly the same height as the top of the monitor?Can the user carry out their work sitting comfortably?Tip: The arms of chairs can stop you getting close enough to use the equipment comfortably.Are keyboard characters easy to read?Tip: Move any obstructions from under the deskDoes the chair's backrest support the small of the

Environmental Issues								
Risk Factor	Tick An	swer	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