



DSE Self-Assessment Checklist

Company: _____

Location of workstation: _____

Assessed by: _____

Date: _____

Type of DSE used: _____

e.g. laptop, desktop, control unit, etc.

For person overseeing the DSE assessments:

Is any follow up action required for this assessment? Yes / No

Follow-up action completed on: _____

Notes on completion:

1. Tick yes or no. If not applicable write 'N/A'
2. Not every 'no' needs a follow up action – discuss them with the person overseeing the assessments.

Display screens	Yes	No	Action needed
Does the display screen have easily adjustable controls for brightness and contrasts?			
Do users know how to use these controls?			
Is it possible to easily tilt and swivel the screen?			
Is the screen height acceptable – top of screen in line with eyes? If not, can screen height be adjusted?			
Is the screen free from reflections or glare?			
Is the image on the screen stable and free from flicker?			
Can you read text on the screen clearly (size of characters, contrast, etc.)?			
Is it possible for the operator to easily alter the position of the screen, having regard to size, weight and electrical cabling?			
Do laptop users have an external screen or a riser stand for use when in the office?			

Keyboards	Yes	No	Action needed
Is it possible to easily adjust the angle of tilt of the keyboard?			
Are the symbols on the keys easy to read?			
Is there adequate space at the front of the keyboard to provide support?			
Does the keyboard have a matt surface?			
Is it possible for the user to get a good keying position (approx right angle)?			
Does the user have any keying habits such as bent wrists, poor desktop layout, etc.			
Is the keyboard separate from the screen?			
Do laptop users have access to an external keyboard when working in the office?			

Mouse / Other Pointing Device	Yes	No	Action needed
Is the mouse suitable for the tasks? (e.g. designers shouldn't use a standard mouse)			
Is the mouse suitable for the user in relation to size, shape and weight?			
Is the device positioned correctly, close to the user?			
Is the user's wrist and forearm supported? (Can be by the desk, arm of a chair, etc. If not, consider a mouse mat with a support on it).			
Does the device work smoothly?			
Do users know how to alter the speed and/or accuracy of the pointer if they need to?			

Chair	Yes	No	Action needed
Is the chair stable?			
Does the chair have seat height adjustment?			
Does the chair have a swivel mechanism?			
Does the chair have castors or similar?			
Does the seat back tilt?			
Does the seat back adjust for height? (If a comfortable position is possible with just tilt this is not mandatory)			
Is the small of the user's back supported by the backrest?			
Can the user place their feet flat on the floor when the chair is at the right height for the desk? (If not consider a footrest).			

Desk / Work Surfaces	Yes	No	Action needed
Is the desk or work surface sufficiently large to allow a flexible and comfortable arrangement of all work equipment?			
Can users comfortably reach all the equipment and papers they need to use?			
Are surfaces free from glare and reflection?			
Is the height of the desk or work surface suitable in relation to the chair and arm position?			
Is there sufficient space below the desk so you can achieve a comfortable position?			

Environment	Yes	No	Action needed
Is there sufficient space to enable easy access to the workstation without stored clutter?			
Does the space permit reasonable variation in the position of furniture and equipment?			
Is there adequate lighting, minimising shadows?			
Can the user vary the lighting to suit the conditions or the work you are doing?			
Is glare and reflection from light sources avoided?			
Are additional desk lamps or lighting required?			
Have windows been fitted with adjustable blinds if needed?			
Have noisy pieces of equipment (older line printers etc.) been moved away from workstations if required?			
Is the temperature maintained at a comfortable level?			
Is the level of humidity maintained at comfortable levels?			
Does ventilation appear to be adequate?			
Have excessive draughts been eliminated?			

Other equipment	Yes	No	Action needed
Does the user need a document holder next to the screen? (E.g. if they transfer a lot of information from paper to screen).			
If document holders are provided are they correctly positioned? (Same plane as screen).			
If footrests have been made available, are they used?			
If other eqpt. is placed on shelves, cupboards, cabinets, etc. are they secure/stable?			

Other issues	Yes	No	Action needed
Is the software you have suitable for the task?			
Are there adequate opportunities for regular breaks from using display screen equipment?			
Does the user take these breaks?			
Where possible, have "peaks and troughs" in the workload been eliminated?			
Has training been given in the risks from the use of display screen equipment?			
Has training been given in how to adjust the position of furniture and equipment?			
Have the operators been trained in the importance of adopting a comfortable posture?			
Are the operators trained in how to recognise visual or postural fatigue?			
Has training been given in the procedures to follow where it is believed that a health and safety problem has arisen at the workstation?			
Do operators know about the entitlement to an eye and eyesight test for DSE users?			

Any other comments or issues relating to the workstation
<i>(Detail any other issues which have not been covered in the questions. Also, please use this space to report any discomfort or other symptoms which you have experienced and may attribute to working with the DSE)</i>
1.
2.
3.
4.
5.