

DSE WORKSTATION CHECKLIST

To be completed by the Assessor in conjunction with the workstation operator.

1. EQUIPMENT.	YES	NO
1:1. Is the text size comfortable to read?	_____	_____
1:2. Is the screen image stable, with no flickering?	_____	_____
1:3. Is the brightness and contrast adjustable?	_____	_____
1:4. Does the screen tilt and swivel to suit the operator?	_____	_____
1:5. Is the base separate from the screen?	_____	_____
1:6. Is the screen free from glare or reflection?	_____	_____
1:7. Is the mouse or trackball suitable for the tasks undertaken?	_____	_____
1:8. Is the mouse or trackball positioned close to the operator?	_____	_____
1:8. Is there support for the operator's wrist and forearm?	_____	_____
2. KEYBOARD.	YES	NO
2:1. Does the keyboard tilt?	_____	_____
2:2. Is the keyboard separate from the screen?	_____	_____
2:3. Is there space in front of the keyboard to support the operator's hands and forearms?	_____	_____
2:4. Is the keyboard's surface matt?	_____	_____
2:5. Are the keys legible?	_____	_____
3. WORK DESK/WORK SURFACE.	YES	NO
3:1. Does the desk have a low reflective surface?	_____	_____
3:2. Is the desk large enough for the screen, keyboard, documents and equipment?	_____	_____
3:3. Is the document holder stable and adjustable, to minimise the need for head and eye movement (if present)?	_____	_____
3:4. Is there sufficient space to find a comfortable working position?	_____	_____
4. WORK CHAIR.	YES	NO
4:1. Is the chair stable?	_____	_____
4:2. Does the chair allow a comfortable position?	_____	_____
4:3. Is the seat height adjustable?	_____	_____
4:4. Is a foot rest available, if required?	_____	_____

5. ENVIRONMENT.	YES	NO
5:1. Is the space sufficient for the operator to change position?	_____	_____
5:2. Does the lighting provide contrast between the screen and background environment?	_____	_____
5:3. Does the lighting avoid any glare or reflection on the screen?	_____	_____
5:4. Are windows fitted with suitable, adjustable coverings?	_____	_____
5:5. Is any noise emitted from work station equipment not distracting or disturbing?	_____	_____
5:6. Does the equipment not produce any excess heat?	_____	_____
5:7. Is the level of humidity adequate?	_____	_____
6. INTERFACE BETWEEN COMPUTER AND OPERATOR.	YES	NO
6:1. Is the software suitable for the tasks?	_____	_____
6:2. Can the user easily adjust the software settings?	_____	_____
7. OTHER.	YES	NO
7:1. Does the operator take regular breaks from the workstation?	_____	_____
7:2. Is the operator aware of their entitlement to have an eye test?	_____	_____
7:3. Has this checklist covered all aspects of working with their DSE?	_____	_____

ANSWERS:

YES answers require no further action

NO answers require further investigation and/or remedial action by the Assessor

See www.hse.gov.uk for further information and guidance

Date: _____

Assessor Signature: _____

Assessor Position: _____

Operator Signature: _____