

**DSE WORKSTATION CHECKLIST**

**(This document has been developed from the HSE VDU checklist and adapted for use by Ealing Council)**

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| **Workstation location and number (if applicable)**  **User:**  **Tel/extension Number:**  **Email:**  **Checklist completed by:**  **Assessment checked by:**  **Date of assessment:**  **Any further action needed? YES/NO**  **Follow-up action completed on:** |

This checklist can be used as an aid to risk assessment and to help comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations.

This document is only to be used where DSE eLearning is not available or in the presence of a Team Leader/Manager. Work through the checklist by ticking either the 'yes' or 'no' column against each risk factor:

* 'Yes' answers require no further action.
* 'No' answers will require investigation and/or remedial action by the work station

Assessors (Team Leader or Manager) and should record their decisions in the

'Action to take' column.

* Assessors should check later that actions have been taken and have resolved the problem. Advice or information for unresolved problems should be sought from Corporate Health and Safety.
* DSE users requiring medical intervention should be referred to the **Occupational Health Unit.**

Remember the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, for example by giving users’ health and safety training, and providing for breaks or changes of activity. Advice on these is given in: *The law on Visual Display Units (VDU): An easy guide* HSE Books 2003 ISBN 0 7176 2602 4 or download a copy from <http://www.hse.gov.uk/pubns/indg36.pdf>

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| V DSE Workstation checklist |

**Should you require further advice or guidance please contact Corporate Health and Safety on 020 8825 7681**

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| **Risk Factors** | **Tick box** | | **Things to consider** | | **Action to take** |
|  | **Yes** | **No** | |  |  |
| 1. **Display screens** |  |  | |  |  |
| 1. Are the characters clear and readable? |  |  | | Make sure the screen is clean and cleaning materials are made available.  Check that text and background colours work well together. |  |
| 2. Is the text size comfortable to read? |  |  | | Software settings may need adjusting to change text size.  Intensive graphic work or work requiring fine attention to detail may require large display screens. |  |
| 3. Is the image stable, i.e. free of flicker and jitter? |  |  | | Try using different screen colours to reduce flicker, e.g. darker background and lighter text.  If problems still exist, get the set-up checked, e.g. by the equipment supplier. |  |
| 4. Does the screen swivel and tilt? |  |  | | Swivel and tilt need not be built in; you can add a swivel and tilt mechanism.  However, you may need to replace the screen if:   * Swivel/tilt is absent or unsatisfactory; * Work is intensive; and/or * The user has problems getting the screen to a comfortable position. |  |
| 6. Is the screen at a comfortable viewing distance and height? |  |  | | Face the display screen directly, i.e. square-on. Avoid putting the monitor in the corner of the desk.  The screen should be positioned at approximately arm’s length away (55-65cm).  Adjust the height of the monitor so that you are looking horizontally, not up or down at it. Generally this means having the top of the visible area at eye height, when you are sitting upright.  It is acceptable to experiment with the height of the screen using telephone directories or similar so long as this is only temporary and the monitor is stable. As soon as you have found a comfortable height, the necessary equipment should be provided. |  |
| 7. Is the screen free from glare and reflections? |  |  | | Close blinds to avoid reflective glare. Report any damaged blinds to your service provider.  Reposition the screen or work desk to move away from the source of the glare.  Make use of anti-glare screen filters as a last resort. |  |
| 1. **Keyboards** |  |  | |  |  |
| 1. Is the keyboard separate from the screen**?** |  |  | | This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable). |  |
| 2. Does the keyboard tilt? |  |  | | Tilt need not be built in. |  |
| 3. Is it possible to find a comfortable keying position? |  |  | | Try pushing the display screen 1 arm distance further back to create more room for the keyboard, hands and wrists.  Users of thick, raised keyboards may need a wrist rest |  |
| 4. Does the user have good keyboard technique? |  |  | | Training can be used to prevent:   * Hands bent up at wrist * Hitting the keys too hard * Overstretching the fingers.   Maintain a neutral (straight) wrist posture when keying to avoid straining tendons and nerves.  Avoid putting pressure on the underside of the wrist, e.g. from desk edges or hard wrist rests. Soft foam or gel-filled wrist rests can help to minimise pressure and maintain a neutral wrist posture.  Avoid hitting the keys too hard or overstretching the fingers for keyboard shortcuts.  Alternate between the keyboard and mouse use as much as possible to break up long periods of keyboard use |  |
| 5. Are the characters on the keys easily readable? |  |  | | Keyboards should be kept clean. If characters still can’t be read, the keyboard may need modifying or replacing.  Use a keyboard with a matt finish to reduce glare and/or reflection. |  |
| 1. **Mouse, trackball, etc** |  |  | |  |  |
| 1. Is the device suitable for the tasks it issued for? |  |  | | If the user is having problems, try a different mouse. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes.  Alternative devices like touch screens may be better for some tasks (but can be worse for others). |  |
| 2. Is the mouse positioned close to the user? |  |  | | The mouse is best placed as close as possible, e.g. right beside the keyboard.  Training may be needed to:   * Prevent arm overreaching * Tell users not to leave their hand on the device * When it is not being used * Encourage a relaxed arm and straight wrist. |  |
| 3. Is there support for the device user's wrist and forearm? |  |  | | Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help  The user should be able to find a comfortable working position with the device. |  |
| 4. Does the device work smoothly at a speed that suits the user? |  |  | | See if cleaning is required (e.g. of mouse ball and rollers).  Check the work surface is suitable. A mouse mat may be needed. |  |
| 5. Can the user easily adjust software settings for speed and accuracy of pointer? |  |  | | Users may need training in how to adjust device settings. |  |
| 1. **Software** |  |  | |  |  |
| 1. Is the software suitable for the task? |  |  | | Software should help the user carry out the task, minimise stress and be user-friendly.  Check users have had appropriate training in using the software.  Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages. |  |
| 1. **Furniture** |  |  | |  |  |
| 1. Is the work surface large enough for all the necessary equipment, papers etc? |  |  | | Create more room by moving printers, reference materials etc elsewhere.  If necessary, consider providing new power and telecoms sockets, so equipment can be moved.  There should be some scope for flexible rearrangement. |  |
| 2. Can the user comfortably reach all the equipment and papers they need to use? |  |  | | Rearrange equipment, papers etc to bring frequently used things within easy reach.  A document holder may be needed, positioned to minimise uncomfortable head and eye movements. |  |
| 3. Are surfaces free from glare and reflection? |  |  | | Consider mats or blotters to reduce reflections and glare. |  |
| 4. Is the chair suitable and stable? |  |  | | The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms. |  |
| 5. Does the chair have a working:   * Seat back height and tilt adjustment? * Seat height adjustment? * Swivel mechanism? castors or   glides? |  |  | |  |  |
| 6. Is the chair adjusted correctly? |  |  | | The user should be able to carry out their work sitting comfortably.  Consider training the user in how to adopt suitable postures while working.  The arms of chairs can stop the user getting close enough to use the equipment comfortably.  Move any obstructions from under the desk.  The user should have a straight back, supported by the chair, with relaxed shoulders.  The chair may need repairing or replacing if the user is uncomfortable or the adjustment mechanisms do not function. |  |
| 7. Is the small of the back supported by the chair's backrest? |  |  | |  |  |
| 8. Are forearms horizontal and eyes at roughly the same height as the top of the DSE? |  |  | | Adjust the chair height to get the user's arms in the right position, then adjust the DSE height, if necessary. |  |
| 9. Are feet flat on the floor, without too much pressure from the seat on the backs of the legs? |  |  | | If not, a footrest may be needed. |  |
| 9. Does the chair fit the worker and meet any special needs? |  |  | | Depending upon the user’s physical size, weight, and any medical or disability needs, then a specialist chair may be required.  If necessary consult with a Health and Safety Adviser. |  |
| 1. **Environment Factors** |  |  | |  |  |
| 1. Is there enough room to change position and vary movement? |  |  | | Space is needed to move, stretch and fidget.  Consider reorganising the office layout and check for obstructions.  Cables should be tidy and not a trip or snag hazard |  |
| 2. Is the lighting suitable, e.g., not too bright or too dim to work comfortably? |  |  | | Users should be able to control light levels, e.g. by adjusting window blinds or light switches.  Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces). |  |
| 3. Does the air feel comfortable? |  |  | | VDUs and other equipment may dry the air.  Circulate fresh air if possible. Plants may help.  Consider a humidifier if discomfort is severe. |  |
| 4. Are levels of heat comfortable? |  |  | | Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot  of electronic equipment in the room. Or, can users be moved away from the heat source? |  |
| 5. Are levels of noise comfortable? |  |  | | Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing. |  |

1. **Final questions to users...**

• Has the checklist has covered all the problems you may have working with DSE.

• Have you experienced any discomfort or other symptoms which may attribute to working with DSE

• Have you been advised of the entitlement to eye and eyesight testing.

• Do you take regular breaks working away from DSE.

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| Write the details of any problems here: |
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| Signature of DSE User: |  | Date: |  |
| Signature of DSE Assessor: |  | Date: |  |

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