

DISPLAY SCREEN EQUIPMENT RISK ASSESSMENTS

Display Screen Equipment Regulation

Workstation Analysis

Self-Assessment Questionnaire

Please Return completed questionnaire to your appointed DSE Assessor or Health & Safety Supervisor.

Name _____

Job Title _____

Department _____

Location of Desk _____

Assessor's Name _____

Assessor's Signature _____

Date _____

N.B. If you work at more than one workstation you must complete a questionnaire for each workstation.

1. General

Guidance 1a) The definition of a display screen user is an employee “who habitually uses display equipment for the purpose of an employer’s undertaking as a significant part of their employment”. This includes anyone who uses display screen equipment either prolonged spells of more than one hour on most working days or for shorter periods totalling two or more hours on working days.

a) On average how many hours do you normally spend working on a PC at work each day?

- i) Less than 1 hour each day
- ii) 1–2 hours each day
- iii) 2–3 hours each day
- iv) More than 3 hours a day

2. Work Chair

Guidance 2a) / 2b) The height of your chair must be adjustable and the back of your chair adjustable to provide support for your lower back.

a) Do you regard the chair provided for your use as:

i) Stable? Yes No

Comments (if any)

ii) Comfortable? Yes No

Comments (if any)

b) Can the following be adjusted sufficiently for your needs:

i) Seat height? Yes No

Comments (if any)

ii) Seat back height? Yes No

Comments (if any)

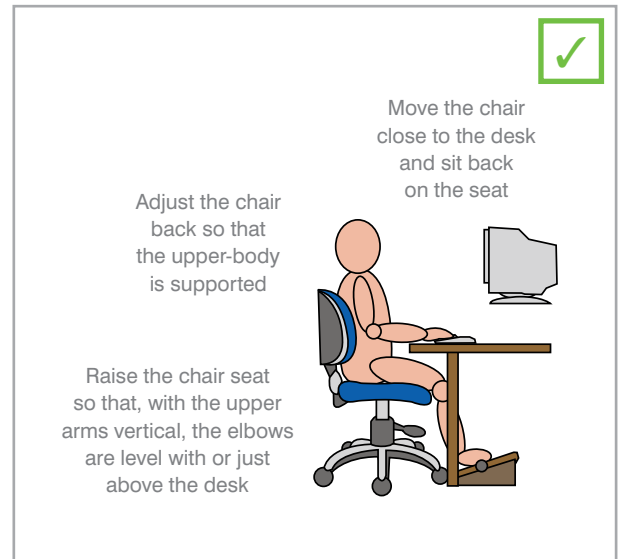
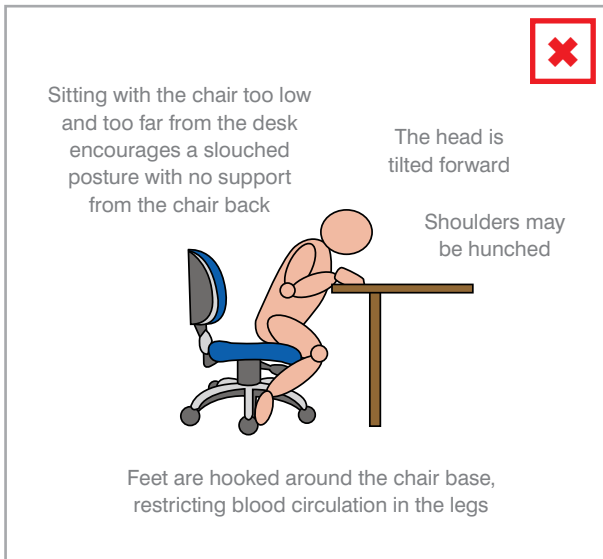
iii) Seat back angle / tilt Yes No

Comments (if any)

iv) Do you know how to make the above adjustments?

Yes No

Comments (if any)



c) Can your feet be placed flat on the floor?

Yes No

Comments (if any)


Guidance 2d) Adjustment to the chair may be required and/or provision of a footrest. If you are experiencing any pain/discomfort report to your Manager or Health and Safety Supervisor.

d) Do you require a foot rest?


Yes No

Comments (if any)

This causes undue loading on the shoulders




If this is too low for the desk, it is likely that the forearms will be stretched forwards (or sideways) to avoid hunching




Shorter people often set the chair height so that their feet are firmly on the floor

Set the chair position and height as already described



Height-adjustable chair arms provide additional support for the arms and upper body



Use a foot rest if the feet do not touch the ground

e) When you sit on your chair at your desk, are the backs of your thighs and knees free of excess pressure?

Yes No

Comments (if any)

3. Display Screen

Guidance 3a) Display screen should not flicker. If it does, and this cannot be cured by a simple adjustment of the colour scheme or brightness/contrast controls, contact your Manager or Health and Safety Supervisor

a) Does the Display Screen have a stable image with no flickering?

Yes No

Comments (if any)

Guidance 3b) The screen should be adjusted so that the print is clear, but the contrast with the background is not so great that it causes glare.

b) Are you able to adjust the brightness and contrast between the characters and the background?

Yes No

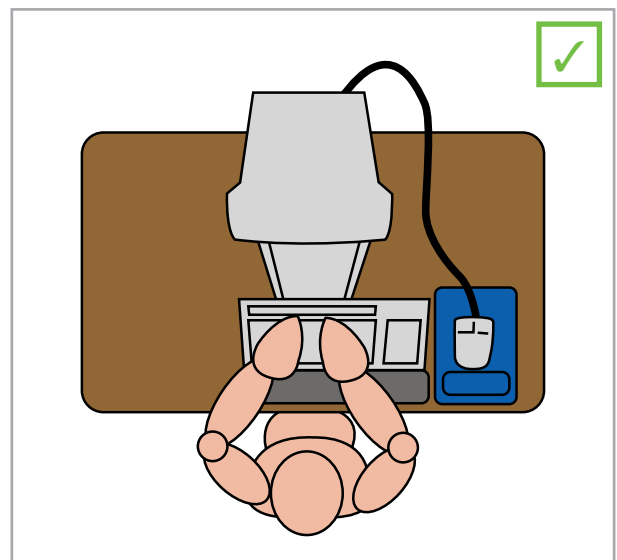
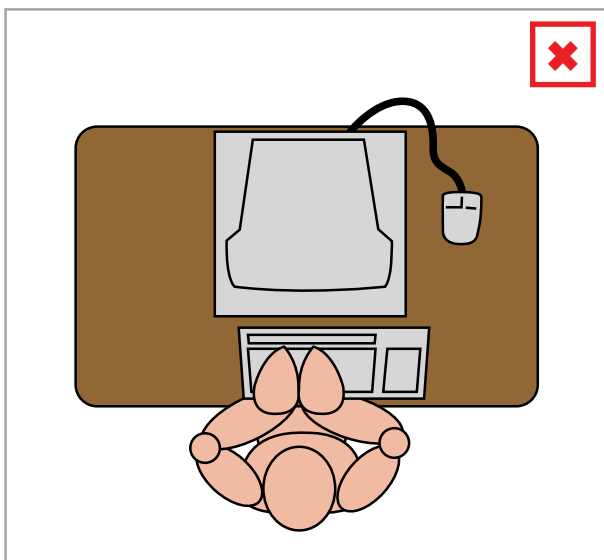
Comments (if any)

Guidance 3c) Make sure there is a comfortable viewing distance between your eyes and the screen and have some space between the keyboard and the front of the desk. You may need to move your desk away from the wall (or the desk opposite) to get the monitor far enough back. Place the screen in front of you so that you face it without twisting your body. Ensure any drawers under the desk do not obstruct your legs. If your PC is occupying too much desk space, if possible to do so move it off the desk. A flat screen may be of benefit to you if you are short of space on your desk.

c) Can you read the display screen comfortably?

Yes No

Comments (if any)



Guidance 3d) Ideally the screen should be directly in front of you; about arms length away; and should be positioned so that you are looking slightly down towards the monitor.

d) Can the display screen be swivelled and tilted to reach a comfortable position without having to look down excessively?

Yes No

Comments (if any)

Guidance 3e) The Screen should be clean and free from reflected light. The adverse effects of reflected light can easily be countered by turning the screen down/away from light sources. The ideal situation is where the screen is positioned at right angles to the window and very slightly upwards towards your eyes. Adjustable blinds may help in some cases. As a last resort an anti-glare/anti-reflection screen filter may be required.

e) Is the screen free from glare and reflection?

Yes No

Comments (if any)

4. Keyboard

a) Is the keyboard in good working condition?

Yes No

Comments (if any)

b) Is the keyboard adjustable for angle?

Yes No

Comments (if any)

Guidance 4c) Keyboards should be separate from the display screen so that they can be located in a position on the work surface that is comfortable to you.

c) Is the keyboard detachable from the screen?

Yes No

Comments (if any)

d) Does the keyboard have a matt surface?

Yes No

Comments (if any)

e) Are the symbols on the keyboard legible?

Yes No

Comments (if any)

Guidance 4f) Unless the keyboard has a built in hand/wrist rest along its front edge, it should be located away from the front edge of the workstation so that the wrist of the hand can rest on the work surface.

e) Is there adequate space in front of the keyboard to provide support for your wrists?

Yes No

Comments (if any)

Guidance 4g) If the keyboard is of a depth that you are finding it uncomfortable, you may need to have a separate hand/wrist rest.

g) Do you require a wrist rest?

Yes No

Comments (if any)

5. Mouse

Guidance 5a) When you are using the mouse, your upper arm should hang comfortably from your side and your forearm should be parallel to the floor. In this way the bottom of the mouse is aligned horizontally with your elbow. Keep the mouse as close to the keyboard as possible to avoid reaching, and so your arm is positioned consistent with the above description.

a) Is the mouse located in a comfortable position?

Yes No

Comments (if any)

Guidance 5b) A mouse mat should always be provided, if not speak to your manager.

b) Is a mouse mat provided?

Yes No

Comments (if any)

Guidance 5c) The mouse should move freely across the mouse mat and the pointer should glide easily across the screen. If not your mouse may need cleaning or replacing.

c) Does the mouse move freely across the mouse mat?

Yes No

Comments (if any)

d) Does the pointer move smoothly across the screen?

Yes No

Comments (if any)

6. Track Pads / Touch Pads (If you do not use a Track Pad / Touch Pad for work purposes please go to question 7)

Guidance 6a)

Track Pads and Touch Pads are pointing devices featuring a tactile sensor, a specialised surface that can translate the motion and position of a user's fingers or pen to a relative position on screen. Similar to using a mouse, your upper arm should hang comfortably from your side and your forearm should be parallel to the floor and supported by the desk. In this way the bottom of the pad is aligned horizontally with your elbow. Your wrist should be able to move freely with motion. Keep the pad as close to the keyboard of your computer as possible to avoid reaching, and so your arm is positioned consistent with the above description.

a) Is the Track Pad / Touch Pad located in a comfortable position?

Yes No

Comments (if any)

Guidance 6b)

The users finger or pen depending on the device, should move freely across the pad and the pointer should glide easily across the screen. If not your pad may need cleaning or replacing.

b) Does the pen feel and rest comfortably in your hand?

Yes No

Comments (if any)

c) Does your finger / pen move freely across the pad?

Yes No

Comments (if any)

d) Does the pointer move smoothly across the screen?

Yes No

Comments (if any)

7. Work Desk

Guidance 7a) There should be sufficient space on the work desk arrangement to accommodate the screen and clerical activities

a) Does the work desk allow adequate room for flexibility for the arrangement of work equipment?

Yes No

Comments (if any)

Guidance 7b) Ensure that the workstation surfaces are matt, if they are not they need to be treated, covered or replaced.

b) Is the work desk surface free from glare?

Yes No

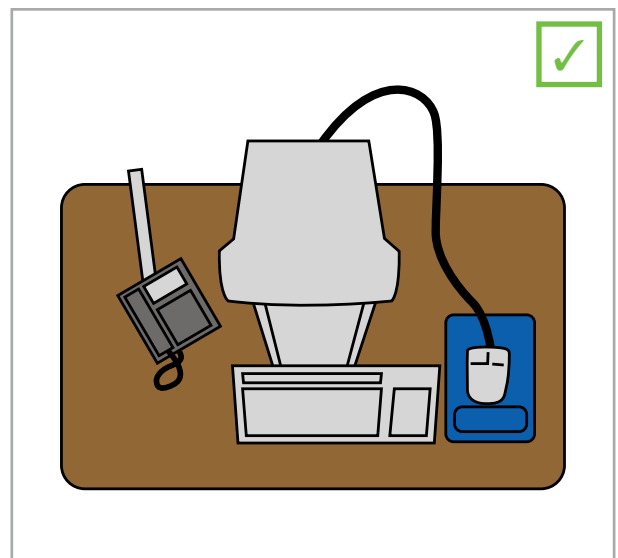
Comments (if any)

Guidance 7c) Arrange your desk layout to make best use of available space. Document management is very important. If you need to look at the keyboard when typing, the best place for the document holder is between the monitor and the keyboard. Remember that the computer is not the only tool in constant use and others (such as the telephone) should also be readily accessible without stretching or twisting. Use the mouse as close to the keyboard as possible.

c) Is the work equipment arranged so that extensive reaching/twisting is minimised?

Yes No

Comments (if any)

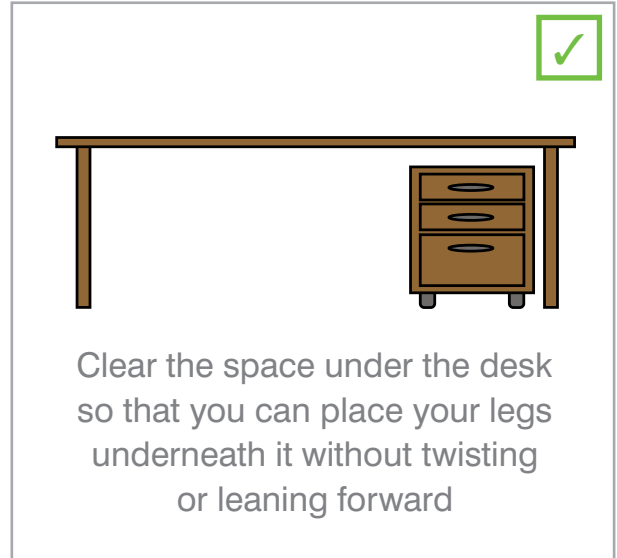
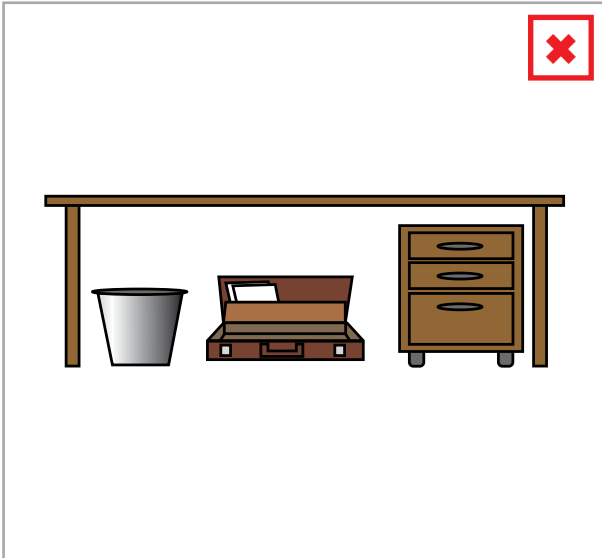


Guidance 7d) Make sure that there are no obstructions, for example, boxes, cables etc, under the desk that prevent you obtaining a suitable position.

d) Is the underneath of your desk clear of obstructions?

Yes No

Comments (if any)



Guidance 7e) There should be adequate space under the desk to provide appropriate leg room.

e) Is there adequate leg room underneath your desk?

Yes No

Comments (if any)

8. Document Holder

Guidance 8a) Document Holders allow documents to be positioned alongside, and that the same height and distance from you, as the screen. They can be useful if you copy type frequently, and if you experience difficulty in refocusing your eyes when switching from the screen to the document.

a) Do you require a document holder?

Yes No

Comments (if any)

9. Laptop Users (If you do not use a laptop for work purposes please go to question 10)

Guidance 9a)

If the laptop is your main computer and you use it for long periods. It is advisable that you use a separate keyboard and mouse where available. The laptop should be on a firm surface and at the right height for typing. The use of a good working surface, separate keyboard and mouse will minimize the risk of pain and discomfort.

a) Is the laptop your main computer?

Yes No

Comments (if any)

b) Do you use a separate keyboard when using the laptop for long periods?

Yes No

Comments (if any)

c) Do you use a separate mouse when using the laptop for long periods?

Yes No

Comments (if any)

d) Is there a space in front of your keyboard to support your wrists?

Yes No

Comments (if any)

e) Is the laptop on a firm and level surface and at a comfortable height for typing?

Yes No

Comments (if any)

f) Do you use a desk top computer if it is available?

Yes No

Comments (if any)

10. Tablet Computers / Devices (If you do not use a Tablet Computers / Device for work purposes please go to question 11)

Guidance 10a) Tablet Devices / Computers should not flicker. If it does, and this cannot be cured by a simple adjustment of the colour scheme or brightness/contrast controls, contact your Manager or Health and Safety Supervisor.

a) Does the Display Screen have a stable image with no flickering?

Yes No

Comments (if any)

Guidance 10b) The screen should be adjusted so that the print is clear, but the contrast with the background is not so great that it causes glare.

b) Are you able to adjust the brightness and contrast between the characters and the background?

Yes No

Comments (if any)

Guidance 10c) The tablet should be used flat on a firm, level surface, positioned directly in front of the user about a forearm's length away, with enough room to rest the wrists on the desk. This will enable the user's hand to interact with the tablet screen with minimal discomfort or pain.

c) Is there a space in front of your tablet to support your wrists?

Yes No

Comments (if any)

Guidance 10d) For prolonged use, of over an hour a day it is advisable to use a specifically designed tablet stand to position the tablet on the user's desk. The stand will allow the tablet to be raised and positioned so that the user can look slightly down towards the tablet screen without arching the neck which causes pain. Similar to laptops, separate key boards and mouse should also be attached for length periods of typing.

d) Is the tablet device your main computer?

Yes No

Comments (if any)

e) Do you use a specifically designed tablet stand?

Yes No

Comments (if any)

f) Do you use a separate keyboard when using the tablet for long periods?

Yes No

Comments (if any)

g) Do you use a separate mouse when using the tablet for long periods?

Yes No

Comments (if any)

h) Is the tablet on a firm and level surface and at a comfortable height for your neck?

Yes No

Comments (if any)

i) Do you use a desk top computer if it is available?

Yes No

Comments (if any)

11. Posture

Guidance 11a) Your wrists and forearms should be extended with the minimum amount of bending and twisting. Regular changes in activity are recommended. If this is not possible build in suitable rest periods to prevent the onset of pain and discomfort.

a) Are your forearms approximately horizontal when typing?

Yes No

Comments (if any)

b) Do you move your wrists as little as possible when typing?

Yes No

Comments (if any)

c) Can you view the screen without turning your head?


Yes No

Comments (if any)

d) Are your eyes level with the top of the screen?


Yes No


Comments (if any)



If the monitor is set too low, this encourages the operator to tilt the head downwards


As a result, the whole body tends to lean forward, moving away from the support of the chair back and encouraging slouching






TOUCH TYPISTS can raise the monitor up so that the top of the visible screen is at eye level


Any document holder should be at screen height & in the same focal plane to minimise head twisting and tilting






COPY TYPISTS may prefer the screen to one side and the document holder directly in front


Any document holder should be at screen height & in the same focal plane to minimise head twisting and tilting





“HUNT AND PECK” TYPISTS who need to look at the keyboard may want to position the monitor lower to minimise “nodding” between the two

The document holder should be placed...
...between the monitor and keyboard to avoid twisting



12. Work Environment

Guidance 12a) Your workstation must have adequate space and flexibility to allow you to change position and vary movements.

a) Do you have sufficient space at your workstation to change position or vary movements?

Yes No

Comments (if any)

Guidance 12b) The overall lighting level in your office should be not too bright that it makes the information on the screen difficult to read (causing eye discomfort, headaches etc) and not too low that non-display screen work is difficult.

b) Is the lighting adequate for you to complete your work?

Yes No

Comments (if any)

c) Is it free from glare or distracting reflections?

Yes No

Comments (if any)

Guidance 12d) Computers generate small amounts of dry heat, which can cause problems if there is insufficient ventilation. Ideally temperatures should be within the range 19C to 23C (66F to 73F), and the humidity levels should range between 40% to 60%. However these are only guidelines and not statutory requirements.

d) Is the temperature and humidity comfortable?

Yes No

Comments (if any)

Guidance 12e) The introduction of laser printers has removed most noise problems that used to be associated with printers. If one of the older dot-matrix printers is still in the office, it should be housed in an acoustic cabinet. Any problems should be reported to the Health and Safety department for further information.

e) Is equipment quiet and without excessive noise?

Yes No

Comments (if any)

13. Organisation of Work

a) Do you make time for adequate pauses to prevent discomfort in your hand, wrist and arm?

Yes No

Comments (if any)

Guidance 13b) To avoid unnecessary stress and fatigue, you should try to mix display screen/keyboard work with other work wherever possible.

b) Do you take rest pauses when using a display screen?

Yes No

Comments (if any)

12. Nature of Work

Guidance 13a) If you work from home on a regular basis using DSE it is important that sound ergonomic principles are used in your work environment.

a) Do you work from home on a regular basis?

Yes No

Comments (if any)

Guidance 13b) The software should be suitably fast enough and user friendly for the particularly job that you do.

b) Is the software you use suitable for the task?

Yes No

Comments (if any)

15. Personal Information

a) Do you use specialist equipment for display screen use?

Yes No

Comments (if any)

b) Do you experience visual discomfort (e.g. visual fatigue) during or after using display screen equipment?

Yes No

Comments (if any)

Guidance 15c)

One of the risks associated with DSE use is work related upper limb disorder (WRULD). It is pain and discomfort experienced in the fingers, hand, wrists, arms, neck and back. It is important that if you do experience any of these report it to your manager or identify it here in this questionnaire.

c) Do you experience physical discomfort during or after using display screen equipment?

Yes No

Comments (if any)

b) Have you had an eyesight test?

Yes No

Comments (if any)

Once you have completed this questionnaire, please make sure your name is on the top and you have signed the form, then hand it into your DSE Assessor or Health & Safety Supervisor.