

# DSE ASSESSMENT FORM

<b>User name:</b>		<b>Workstation Location:</b>	
-------------------	--	------------------------------	--

## WORK REGIME

	Y	N	COMMENTS
Is the operator aware of the VDU Code of Practice?			
Is the VDU work regularly interrupted?			
Are the 10-15 minute breaks away from the keyboard taken after 1-hour continual work?			
Is the content varied?			
Has the operator had an eye screening/ophthalmic examination?			
Has the operator identified any medical problems linked to VDU work?			

## SCREEN DISPLAY

	Y	N	COMMENTS
Is the image: clear/stable/legible?			
Does it have brightness control?			
Does it have contrast control?			
Does it have good-sized characters?			
Is the monitor adjustable?			

## KEYBOARD

	Y	N	COMMENTS
Is it detachable or moveable?			
Is it light but shallow?			
Has it got a shallow slope? (10 - 15)			
Does it have a separate numeric keyset if a task demands keying large amounts of figures?			
Is the feedback: tactile/audible?			
Has it got matt surround?			

## DESKS

	Y	N	COMMENTS
Is the desk size sufficient to provide space for equipment, documents and for the task to be undertaken			
Is there adequate desk clearance from the floor to the underside of the desk – between .66 - .77m			
Are the desks stable?			
Do they have matt finish?			
Is there space to stretch the legs whilst sat at the desk?			
Are they deep enough for equipment and documents - min 0.60m, optimum 0.80m?			
Are they long enough for equipment and documents? (Min 1.2m, optimum 1.6m)			
Is there enough support for hands and wrists? (0.05 - 0.10m in front of keyboard.)			
Are there sharp edges that can cut into wrists?			

## CHAIRS

	Y	N	COMMENTS
Are they 5 star base configuration on castors?			
Do they swivel to give access to work surface and storage?			
Are they adjustable in height ( ideally 0.34 - 0.52m)			
Does the back rest adjust in height and tilt?			
Is the seat pan depth satisfactory? (Min 0.38m)			
Are the mechanisms for adjustments easy to operate from the sitting position?			

## PRINTERS

Is it satisfactorily sited in relation to:	Y	N	COMMENTS
the way it is used?			
the proximity of other workers?			

## DOCUMENT HOLDERS

	Y	N	COMMENTS
Are these adjustable in height/tilt?			
Are they able to hold a variety of documents firmly in place?			
Are they satisfactorily sited in relation to: the type of work that is being done?			
Are they satisfactorily sited in relation to the layout of the desk?			

## FOOTREST

	Y	N	COMMENTS
If your feet do not touch the ground when seated, is a footrest provided?			

## SOFTWARE

	Y	N	COMMENTS
Is the software user friendly?			
Is the software used to monitor performance?			

## WORKING POSTURE

	Y	N	COMMENTS
Is the distance between the VDU screen and forehead approximately 0.35 - 0.70m?			
Are the eyes cast down at an angle of approximately 0 - 15°?			
Is the angle of the arm/elbow to the keyboard approximately 90°?			
Is the relationship of the individual user to the desk, keyboard, source documents and telephone satisfactory?			

## LAYOUT

	Y	N	COMMENTS
Is the space in the work area as a whole: sufficient to allow personnel to move safely?			
sufficient to permit easy escape in the event of emergency?			
Does the space at the desk /workstation: accommodate the amount of equipment used and work undertaken?			
allow easy movement?			

Are there any trailing cables?			
Has the electrical equipment been inspected as per the Portable Electrical Equipment Code of Practice?			

### LIGHTING

	Y	N	COMMENTS
Is the lighting in the workplace and at the desk suitable i.e. Natural/artificial light available?			
Is the lighting range between 300 - 500 LX?			
Is suitable supplementary lighting available if required i.e. desk lamp?			
Is the position of the VDU compatible with the windows?			
To avoid glare:			
Are the VDU's positioned between overhead lights rather than directly under them?			
is attention paid to glare from windows, eg blinds, solar screen etc?			
is attention given to sources of reflection, eg walls and other surfaces?			

### HEATING AND VENTILATION

	Y	N	COMMENTS
Is heating and ventilation satisfactory?			
Are there any problems of overheating due to electrical equipment/overcrowding?			
Is the temperature approximately 19-23C			
Is the relative humidity between 40% - 60%			

**NOISE**

	Y	N	COMMENTS
Is it a noisy environment?			

**Summary of Recommendations**

Recommendations	Date for implementation	Date implemented

Date of Reassessment\_\_\_\_\_

Assessor..... Position..... Signed..... Date.....