

Display Screen Assessment Form

WORKSTATION (DISPLAY SCREEN EQUIPMENT) ASSESSMENTS

WORKSTATION SELF-ASSESSMENT CHECKLIST

Name:

Dept:

Do you use a laptop, desktop or both? Laptop ☐ Desktop ☐

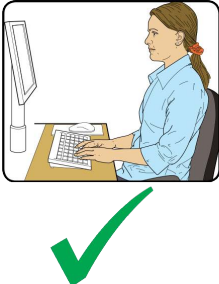
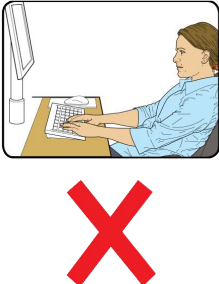





(Under normal circumstances laptop computers are not suitable for persons determined by this assessment as VDU operators. Such operators should be allocated desk machines).

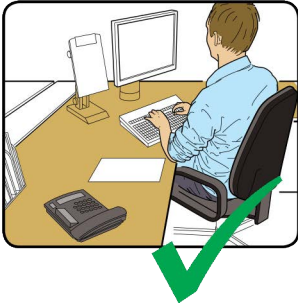

On an average, how many hours a day do you spend at your workstation?

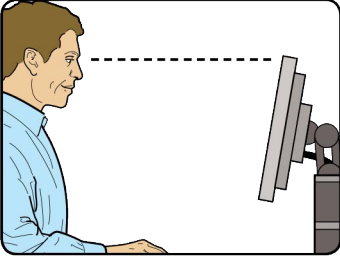
The completion of this checklist will enable you to carry out a self assessment of your own workstation. Your views are essential in order to enable us to achieve our objective of ensuring your comfort and safety at work. Please place a tick in the box next to the answer that best describes your opinion, for each of the questions listed. Once completed please click the email button at the end of this form to return it.

Environment		
	Comments	Action Taken
Lighting Describe the lighting at your workstation About Right Too Bright Too Dark		
Do you get distracting reflections on your screen? Never Sometimes Constantly If answer is sometimes or constantly, are adjustable window coverings provided and in adequate condition? Yes No		

	Comments	Action Taken
Temperature & Humidity At your workstation , is it usually : Comfortable Too Warm Too Cold		
Is the air around your workstation : Comfortable Too Dry		
Noise Are you distracted by noise from work equipment? Never Occasionally Constantly		
Space Describe the amount of space around your workstation Adequate Inadequate		
Telephone Are you using the telephone constantly? Yes No If yes, should you be using a headset? Yes No		
Furniture		
Chair Can you adjust the height of your seat? Yes No		
Can you adjust the height and angle of the backrest? Yes No		
Is the chair stable? Yes No		

	Comments	Action Taken
<p>Does it allow movement?</p> <p>Yes No</p>		
<p>Is the small of your back supported by the chairs backrest?</p> <p>Yes No</p>		
<p>Are your forearms horizontal and eyes at roughly the same height as the top of the DSE?</p> <p>Yes No</p> <div style="display: flex; justify-content: space-around; align-items: center;">    </div>		
<p>Is the chair in a good state of repair?</p> <p>Yes No</p>		
<p>If your chair has arms, do they get in the way?</p> <p>Yes No</p>		
<p>Is the chair adjusted correctly?</p> <p>Yes No</p> <div style="display: grid; grid-template-columns: 1fr 1fr; gap: 10px;">     </div>		

	Comments	Action Taken
<p>Desk</p> <p>Is the desk surface large enough to allow you to place all of your equipment where you want it and can you comfortably use all equipment and papers?</p> <p>Yes No</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>		
<p>Is the height of your desk suitable?</p> <p>Yes Too High Too Low</p>		
<p>Footrest</p> <p>Can you place your feet flat on the floor whilst keying?</p> <p>Yes No</p>		
<p>If no has a footrest been supplied?</p> <p>Yes No</p>		
Display Screen Equipment		
<p>Can you easily adjust the brightness and the contrast between the characters on screen and the background?</p> <p>Yes No</p>		
<p>Is the text size comfortable to read?</p> <p>Yes No</p>		

	Comments	Action Taken
<p>Does the screen tilt and swivel freely?</p> <p>Yes No</p> 		
<p>Is the screen image stable and free from flicker?</p> <p>Yes No</p>		
<p>Is the screen at a height that is comfortable for you?</p> <p>Yes No</p>		
<p>Is the screens specifications suitable for it's intended use?</p> <p>Yes No</p>		
<p>Are cleaning materials for the screen available?</p> <p>Yes No</p>		
<p>Keyboard/Mouse</p> <p>Is the keyboard separate from the screen?</p> <p>Yes No</p>		
<p>Can you raise and lower the keyboard height?</p> <p>Yes No</p>		

	Comments	Action Taken
<p>Can you easily see the symbols on the keys?</p> <p>Yes No</p>		
<p>Is the keyboard positioned close to you?</p> <p>Yes No</p>		
<p>Is there enough space to rest your hands and wrists in front of the keyboard?</p> <p>Yes No</p>		
<p>Can you easily adjust software settings for speed and accuracy of pointer?</p> <p>Yes No</p>		
<p>Software</p> <p>Is the software suitable for the task?</p> <p>Yes No</p>		
<p>Do you understand how to use the software?</p> <p>Yes No</p> <p>If no to the above, is there a H & S Impact? If so please describe.</p>		
<p>Training</p> <p>Are you aware of how to use and adjust the equipment?</p> <p>Yes No</p>		
<p>If you were to have a problem relating to display screen work, would you know who to contact?</p> <p>Yes No</p>		
<p>Do you understand the arrangements for eyesight tests?</p> <p>Yes No</p>		

