

DISPLAY SCREEN EQUIPMENT RISK ASSESSMENT QUESTIONNAIRE

Name:

Job Title:

Department and Office:

Date: Signature:

SECTION 1: LEVEL OF USAGE

1	Do you ever use Display Screen Equipment or ancillary equipment?	Yes No If the answer to this question is "No" please ignore the remainder of this questionnaire	
2	How often do you use Display Screen Equipment	Every Day Most Days Occasionally	
3	When you use Display Screen Equipment how many hours per day are spent on it?	Hours	
4	Do you depend on Display Screen Equipment to do your job?	Yes	No
5	Do you have a choice whether you use Display Screen Equipment, i.e. is there an alternative which you can use?	Yes	No
6	Do you need particular skills to use the Display Screen Equipment e.g. related to the system or software?	Yes	No
7	Do you use Display Screen Equipment more than one hour at a time?	Yes	No
8	Does your job require a high level of concentration or attention when using Display Screen Equipment e.g. when the consequence of an error may be important?	Yes	No
9	Do you use a laptop or a desktop?		

SECTION 2: THE ASSESSMENT

Please answer the following questions by ticking the appropriate box.

	The Monitor	Yes	No	N/A
1	Does the monitor swivel from side to side?			
2	Does the monitor tilt upwards and downwards sufficiently			

	The Screen	Yes	No	N/A
3	Is the image stable and flicker free?			
4	Is the screen size suitable for the task?			
5	Is the information on the screen large enough to see easily?			
6	Is the information on the screen clearly defined and easy to read?			
7	Are brightness and contrast controls adequately and easily adjusted?			
8	Have problems with reflections/glare been eliminated?			
9	Is the screen regularly cleaned to remove dust and finger marks?			

	Keyboard and mouse	Yes	No	N/A
10	Do you suffer from any upper limb disorders?			
11	Are the home keys (i.e. ASDF row) level with your elbows?			
12	Can the keyboard be tilted on short legs at the rear?			
13	Is the keyboard detachable/moveable?			
14	Does the keyboard have a separate numeric keypad if required?			
15	Is the keyboard matt with non-reflective keys?			
16	Is the keyboard regularly cleaned and the key symbols readable?			
17	Is the mouse comfortable to use?			
18	Is there sufficient space for easy movement of the mouse?			
19	Can the mouse buttons/trackball be clicked/moved without undue force?			

	Work desk space and layout	Yes	No	N/A
20	Does the layout of your desk allow you to work properly?			
21	Can you reach essential equipment without excessive reaching/twisting?			
22	Is there adequate free space for your essential task materials?			
23	Is the work desk stable?			
24	Does the work desk surface have a matt non-reflective finish?			
25	Is there adequate wrist support space in front of the keyboard (e.g. 100mm)?			

26	Are there any sharp edges to the front of the work desk?			
27	Is there adequate legroom (e.g. 450 mm deep, 660 mm high and 600 mm wide)?			

	Work chair	Yes	No	N/A
28	Do you suffer from any back health problems?			
29	Is the chair comfortable and in good repair?			
30	Does the chair have a stable 5-star base with castors?			
31	Is the seat height adjustable?			
32	Is the back support adjustable in height and angle?			
33	Are the adjustment mechanisms easy/safe to operate from the seated position?			
34	Does the chair offer lumbar support?			
35	Does the chair offer suitable depth and width of seat pan?			
36	Is arm rest height adjustable where arm-rests are fitted to the chair?			
37	If your chair has arm-rests do they fully allow you to approach the work desk?			

	Lighting	Yes	No	N/A
38	Does the overhead lighting provide adequate illumination (300 lux min)?			
39	Have window blinds been provided to protect from excessive sunlight?			
40	Is the workstation suitably located to avoid glare/reflection?			

	Noise	Yes	No	N/A
41	Do you consider the office equipment to be quiet enough?			
42	Is it quiet enough for you to do your work properly?			
43	Are you able to conduct a normal conversation in the office?			

	Heating and Ventilation	Yes	No	N/A
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44	Is the working temperature comfortable?			
45	Is there adequate humidity to avoid discomfort from dry eyes?			
46	Have any disturbing draughts been eliminated?			

	Ancillary equipment	Yes	No	N/A
47	Is a document holder available if you require one?			
48	Is a wrist-rest available if you require one?			
49	Is a footrest available if you require one?			
50	Is task lighting available if you require it?			

	Software	Yes	No	N/A
51	Have you received training in the use of relevant software?			
52	Is the software generally suitable for the tasks you carry out?			
53	Is the information displayed in a suitable format at a suitable speed?			

	Workstation	Yes	No	N/A
54	Have you received Display Screen Equipment awareness training?			
55	Are you instructed how to adjust to your workstation equipment?			
56	Are there any reflective surfaces (walls etc.)?			
57	Can you escape your workstation easily in the event of a fire?			
58	Are all electrical plugs, sockets and switches in a good state of repair?			
59	Has the risk of tripping from trailing cables been eliminated?			

	Posture	Yes	No	N/A
60	Are you able to adopt a range of different postures when keying?			
61	Can you achieve an adequate viewing distance from the screen?			
62	Can you adjust the workstation equipment to achieve a comfortable posture?			

	Eye Tests	Yes	No	N/A
63	Do you suffer from any DSE related eye problems?			
64	Are you aware of the users rights to free eye examination and screening?			
65	Have you had an eyesight test within the last 2 years?			

	Other Issues	Yes	No	N/A
66	Do you take regular screen breaks?			
67	Do you need a headset in respect of telephone work?			
68	If you answered yes to the above question, do you have a headset for telephone work?			
69	Do you have any issues in relation to ancillary equipment for audio typing? Please list:			
	Are you aware of who to report to if you have any DSE related problems?			

Please write any comments below on any other issues that you wish to raise concerning the use of your workstation.

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Thank you for taking the time to answer these questions. This helps to provide a safe working environment for our employees.

Please return your completed form to the HR department.