

DSE Self-assessment Checklist

Workstation and furniture	Yes	No		Yes	No
Is your equipment and furniture suitable for the tasks involved?			Is the desk large enough for all equipment and work?		
Does the desk have a non-reflective surface?			Is the height of the desk suitable for you?		
Is your desk tidy?			Can adjustments be made to desk height?		
Is there adequate space under your desk to allow for change of posture?			Are there any other problems associated with the workstation?		

Issues and Actions needed

Chair	Yes	No		Yes	No
Can you get comfortable and vary your posture?			If your feet do not reach the floor is there a footstool? (A footstool would be required)		
Can your chair height be adjusted?			Can the height, the tilt and the angle of your chair back be adjusted ?		
Are your chair arms a problem?			Is the chair in good repair?		
Can you sit with feet flat on floor when chair is correctly adjusted?			Does your know how to adjust it?		

Issues and Actions needed

Display Screen Equipment	Yes	No		Yes	No
Is the screen readable and the characters stable?			Is the mouse used correctly with hand and wrist level?		
Are the brightness and contrast controls well set?			Is the screen clean?		
If alternative colours for background and text are used are they suitable?			Is the height of the screen satisfactory for you?		
Do you key with hands and wrists level and a soft touch?			Is there enough space to rest your hands in front of the keyboard?		
Can the keyboard be tilted?			Is a document holder required?		
Is the keyboard well positioned?			Is a document holder used?		
Is the mouse appropriately positioned?			Is it positioned and adjusted correctly?		
Is there a mouse mat?					

All equipment should be positioned to best suit your needs. The screen should be at eye level or slightly lower.

Issues and actions needed

Environment

Yes No

Yes No

Is the lighting adequate for all tasks?	<input type="checkbox"/>	<input type="checkbox"/>	Is the terminal well positioned to avoid reflections on the screen?	<input type="checkbox"/>	<input type="checkbox"/>
Are there suitable adjustable blinds?	<input type="checkbox"/>	<input type="checkbox"/>	As a last resort would a screen filter help?	<input type="checkbox"/>	<input type="checkbox"/>
Is there any obvious noise such as a printer or ventilator fan that could lead to discomfort?	<input type="checkbox"/>	<input type="checkbox"/>	Are there any problems with temperature and humidity?	<input type="checkbox"/>	<input type="checkbox"/>

Issues and actions needed

The person

Yes No

Yes No

Do you have a copy of your university's DSE guidance?	<input type="checkbox"/>	<input type="checkbox"/>	Do you know how to obtain an eyetest?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any IT training needs?	<input type="checkbox"/>	<input type="checkbox"/>	Are there any medical symptoms suggestive of visual or postural problems?	<input type="checkbox"/>	<input type="checkbox"/>

Issues and actions needed

Additional notes or Comments

Based upon the Open University Occupational Health and Safety DSE Checklist