

DISPLAY SCREEN EQUIPMENT WORKSTATION ASSESSMENT

Location of Workstation

Record No:

Cross-reference Self Assessment Checklist Nos:

| Environment | Yes/No | Comments |
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| 1. Space | | |
| Is there sufficient space (legal minimum 3.7m ²), with enough storage, to enable easy access to the workstation? | <input type="text"/> | |
| Does the space, permit reasonable variation in the position of furniture and equipment? | <input type="text"/> | |
| 2. Lighting | | |
| Is there adequate lighting for all tasks? | <input type="text"/> | |
| Is lighting variable to suit ambient conditions? | <input type="text"/> | |
| Is the lighting co-ordinated to avoid reflection and glare from falling upon the screen and other equipment? | <input type="text"/> | |
| Have desk lamps (or other local task lighting) been supplied where necessary? | <input type="text"/> | |
| 3. Reflections and glare | | |
| Have adjustable window blinds (or an alternative type of easily adjustable covering) been fitted? | <input type="text"/> | |
| Are wall surfaces designed to minimise reflections from falling upon the workstation? | <input type="text"/> | |
| Have other fixtures and fittings been positioned to avoid reflections upon the workstation? | <input type="text"/> | |
| Where the need cannot be avoided, has an appropriate screen filter been supplied? | <input type="text"/> | |
| 4. Noise | | |
| Have noisy pieces of equipment (printers, etc) been fitted with a sound attenuation hood, or been moved away from the workstation? | <input type="text"/> | |
| Have all other sources of noise been reduced to prevent distraction and interference with speech? | <input type="text"/> | |
| 5. Temperature | | |
| Is the temperature at the workstation comfortable? | <input type="text"/> | |
| Is the temperature maintained at a level that ensures operator comfort? | <input type="text"/> | |
| Have all sources of excess heat (ie those likely to cause injury or discomfort to operators) been eliminated or suitably controlled? | <input type="text"/> | |
| Display Screen Equipment | Yes/No | Comments |

6. Humidity

Is there adequate level of relative humidity maintained?

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7. Radiation

Is work equipment in a good state of repair, thus ensuring the minimisation of radiation, other than visible light?

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8. Display Screens

Does the display screen have easily adjustable controls for brightness and contrast?

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Is it possible to easily tilt and swivel the screen?

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Does the screen stand upon an adjustable table, or is it possible to achieve the correct height by other means?

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Is the screen free of reflections or glare?

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Is the image on the screen stable and free from flicker?

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Are the characters well-defined and of adequate size, and is there adequate space between individual characters and lines of text?

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Is it possible for the operator to easily alter the position of the screen, having regard to its size and weight and electrical cabling?

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9. Keyboard

Is the keyboard separate from the screen?

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Is it possible to easily adjust the angle of tilt of the keyboard?

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Are the key symbols adequately contrasted?

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Does the keyboard have a matt surface?

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Is there adequate space at the front of the keyboard to provide support for the hands and arms of the operator?

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Is the keyboard style and the arrangement of keys designed to enable ease of use?

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10. Other equipment

Has a document holder been provided where necessary, and is it adjustable to suit the requirements of the operator?

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Has all other equipment (eg mouse, central processing unit, modem, telephone) been assessed for suitability?

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| DISPLAY SCREEN EQUIPMENT FURNITURE | Yes/No | Comments |
|--|--------|----------|
| 11. Work Surface | | |
| Is the desk or work surface sufficiently large to allow a flexible and comfortable arrangement of all work equipment? | | |
| Does the surface have a matt finish to prevent reflections? | | |
| Is the height of the desk or work surface suitable for use with display screen equipment? | | |
| Is there sufficient space below the work surface to enable the operator to achieve a comfortable position? | | |
| 12. Chair | | |
| Is the chair stable and does it allow easy freedom of movement? | | |
| Is it possible to easily adjust the height of the seat, the height of the backrest and the angle of the backrest? | | |
| 13. Other furniture | | |
| Has a footrest been made available? | | |
| If display screen equipment or any peripheral equipment is placed upon shelves, cupboards, filing cabinets, etc are these secure and stable? | | |
| Operator/Computer Interface | | |
| 14. Software design | | |
| Is the software suitable for the task? | | |
| Is it easy for the operator to understand how to use the software? | | |
| 15. System performance | | |
| Does the system provide feedback, enabling the operator to monitor system performance? | | |
| Have unnecessary slow system response times been eliminated? | | |
| Is information displayed at a pace intended to be comfortable to the operator? | | |
| Is the format in which information is displayed suitable for the operator? | | |
| Has the operator been made aware of any quantitative or qualitative measurement of performance by the system? | | |
| 16. Job design | | |
| What are the hours of work for a typical day? | | |

| DISPLAY SCREEN EQUIPMENT | Yes/No | Comments |
|--|--------|----------|
| 16. Job design (cont) | | |
| Has the job been designed to incorporate off-screen activities within the working day? | | |
| Are there adequate opportunities for regular breaks from using display screen equipment? | | |
| What formal breaks occur during the day? | | |
| Have steps been taken to minimise repetitive or boring tasks, such as continual data entry? | | |
| Where possible, have “peaks and troughs” in the workload been eliminated? | | |
| Consultation | | |
| 17. Worker consultation | | |
| Has the worker, or workers’ representative been consulted about health and safety issues related to the use of display screen equipment? | | |
| Have the views of the operator been taken into account when deciding upon job design? | | |
| Information | | |
| 18. Information for workers | | |
| Has the worker, or workers’ representative, been given available information relating to the safe use of display screen equipment? | | |
| Has the worker been made aware of the entitlement to eye testing, eye examination and where appropriate, provision of free corrective appliances? | | |
| Are the arrangements for the provision of eye tests made known to the worker? | | |
| Does the worker know the correct procedures to follow in the event of a health or safety problem arising from the use of display screen equipment? | | |
| Training | | |
| 19. Operator training | | |
| Has adequate training been given in the possible risks arising from the use of display screen equipment? | | |
| Has the operator been given adequate training in how to adjust the position of furniture and equipment at the workstation? | | |
| Is the operator encouraged to take regular breaks from on-screen activities? | | |
| Does the operator know how to use the brightness and contrast controls on his or her screen? | | |
| Has the operator been trained in the importance of adopting a comfortable posture at the workstation? | | |

