

Appendix 6: Display Screen Equipment (DSE) Risk Assessment Worksheet (Blank)

Risk Assessment Form for Individual Computer Work Station

Name of the Employee

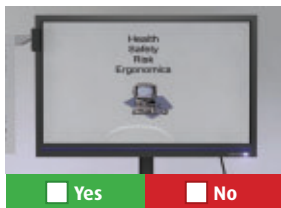
Date

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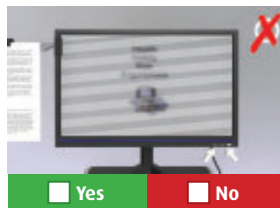
Employee Job Description (Key Work Tasks)

Name of the Assessor

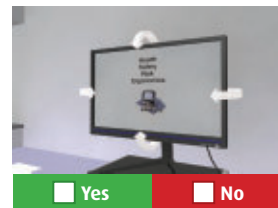
Assessment (Tick as Appropriate ✓)



Characters on screen well defined and clearly formed (adequate size/spacing)



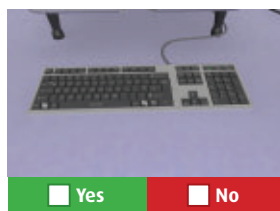
Screen image stable, no flickering/instability, contrast and brightness adjustable



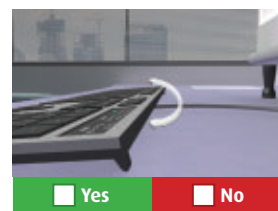
Screen can swivel and tilt easily and freely



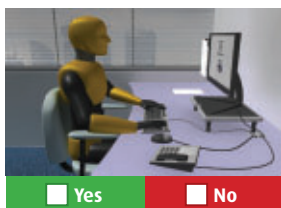
Separate base for screen or an adjustable table provided



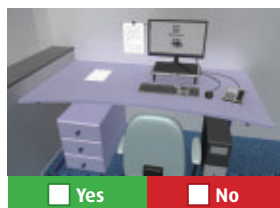
Keyboard with matt surface. keyboard arrangements and characteristics of the keys suitable symbols on keys are legible and contrasted



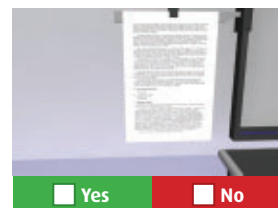
Keyboard tiltable and separate from the screen



Space in front of the keyboard sufficient to support hands/arms



Work desk has sufficiently large low-reflectance surface and allows flexible arrangements



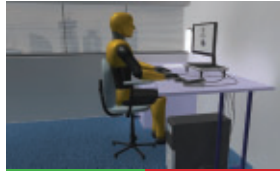
Document holder stable, adjustable and positioned appropriately

Appendix 6: Display Screen Equipment (DSE) Risk Assessment Worksheet (Blank)



Yes No

Adequate space for users to find comfortable position



Yes No

Work chair stable and allows freedom of movement



Yes No

Seat adjustable in height



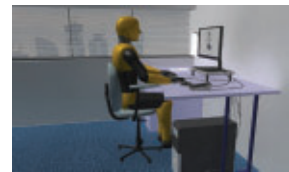
Yes No

Seat back adjustable in both height and tilt



Yes No

Footrest should be made available where required



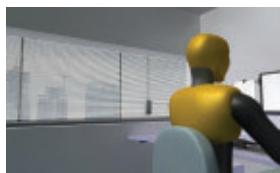
Yes No

Workstation provides space for user to change position and vary movements



Yes No

Satisfactory lighting conditions/contrast between screen and background/prevention of disturbing glare through correct position of light source



Yes No

Sources of light at workstation managed to reduce direct glare/distraction reflection – use adjustable covering for windows



Yes No

Adequate level of humidity/no excess heat at work station

Findings:

Corrective Actions:

Sign-off:

Assessor's Signature

Date

Employee's Signature

Date