



Display Screen Equipment (DSE) Audit

User's name _____

Department _____

Workstation location _____

Date of assessment _____

Assessor's name _____

USER CRITERIA	YES	NO
Do you use the DSE more or less daily for continuous spells of one hour or more?		
Do you use the DSE more than two hours per day when averaged over a week?		

IF THE ANSWER TO EITHER OF THE ABOVE QUESTIONS IS "YES" THEN PROCEED WITH THE DISPLAY SCREEN EQUIPMENT (DSE) AUDIT

AMOUNT OF TIME SPENT USING PC (*approx % of hours at work per day*) _____

AMOUNT OF TIME USING PC WITH MOUSE USE (*approx % of above*) _____

Spend a few minutes observing the workstation, user and tasks before continuing

POSTURE	YES	NO
Is the head up and the user looking straight ahead at their work?		
Are the shoulders relaxed, with elbows in at side of the body?		
Are the elbows at about right angles & vertically below the shoulders?		
Are the wrists in line with the forearms when typing?		
Are the wrists flat when typing?		
Is the lumbar spine supported and is the user's back fully upright in their seat?		
Comments		

DESK	YES	NO
Is there enough space on the desktop for the flow of work?		
Is the desk deep enough to allow the monitor to be at arms length?		
If the monitor is located at one end of the desk, is there sufficient leg room to move the chair so that you can sit square to the monitor?		
Is there space in front of the keys to rest hands when not keying?		
Is there adequate leg room (height, width & depth)?		
Does the desk surface have low reflection?		
Is the layout of the desktop equipment satisfactory?		
Comments		

CHAIR	YES	NO
Is your chair comfortable?		

Is the chair stable and undamaged?		
Does the chair swivel?		
Does the chair allow easy movement (gliding motion on hard floors etc)?		
Can the seat height be adjusted?		
Is the chair at a height that means that your elbows are approximately the same height as the edge of the desk, when using the keyboard?		
Can the backrest height be adjusted?		
Does the backrest support the small of your back in an upright posture?		
Can all the adjustments be made easily when seated?		
Can you get the chair close enough to the desk to type with the elbows vertically under the shoulders?		
Does the bottom cushion length allow you to sit back fully in the seat without any pressure behind the knee?		
If armrests are fitted, are they at a suitable and supportive height to your elbows when you are sitting upright?		
Does the foam on the bottom and back of the chair cushion your fist when you press hard into them?		
Comments		

FOOTREST	YES	NO
With the seat adjusted correctly for the elbows, are the feet flat on the floor without compressing the underside of the thighs?		
If not, is a stable footrest available?		
Comments		

DISPLAY SCREEN EQUIPMENT (DSE)	YES	NO
Is the top of the visible area of the screen at eye height when sitting upright?		
Is the monitor at a suitable distance from your eyes (approximately arms length)?		
Are you free from discomfort in the eyes and neck?		
Is the monitor directly in front of you so that you do not sit twisted?		
Can the monitor be tilted sufficiently (5-15% off the vertical)?		
Can the monitor be adjusted sufficiently side to side?		
Is the information on the screen well defined & easy to read?		
Are the brightness and contrast easy to adjust?		
Is the image stable and flicker free?		
Is the screen free from glare and reflections?		
Comments		

KEYBOARD	YES	NO
Is the keyboard at a distance that puts your elbows vertically under your shoulders when typing?		
Is it easy to adjust the tilt of the keyboard in order to prevent an angle through the wrist when typing?		
Are you aware that you should move the keyboard/mouse over towards you for intensive use of the keyboard/ mouse?		
Can you use the mouse without having to reach excessively to one side?		
Are the key symbols adequately contrasted?		

Does the keyboard have a matt surface?		
Comments		

MOUSE	YES	NO
Is the mouse close enough to be used without extending the arm at the elbow?		
Does the mouse run smoothly on its mat and work accurately?		
Do you know how to adjust the tracking speed and double-click interval?		
Do you know how to minimise mouse use by using quick keys, styles and templates (and do you know you should?)		
Do you know how to clean the mouse?		
Comments		

DOCUMENTS	YES	NO
Can documents be reviewed with the head in a balanced posture?		
If not, has a stable document holder been provided?		
Is the document holder suitable (adjustable, large enough)?		
Comments		

OTHER EQUIPMENT (e.g. scanner, printer, phone etc)	YES	NO
Is other equipment at the workstation appropriate for its use?		
Is the extra equipment (especially that used frequently) located in a position that is compatible with correct posture?		
Comments		

SPACE AND ROOM LAYOUT	YES	NO
Is there adequate access to the workstation?		
Is there space to manoeuvre the chair?		
Does the layout of the immediate work area allow the job to be done in a correct posture?		
Is there sufficient storage space?		
Is the work area free from obstructions or hazards?		
Are cables safe and secure to avoid tripping?		
Is the work area free from electrical hazards?		
Comments		

LIGHTING	YES	NO
Is there adequate lighting for all the tasks?		
Is the background behind the screen slightly less bright than the screen?		
Is the lighting positioned to avoid glare and reflections?		
Do the windows have effective blinds to control daylight?		

Do the wall surfaces minimise reflections falling upon the workstation?		
Comments		

NOISE	YES	NO
Is the workstation quiet enough for concentration and conversation?		
If NOT, is the noise from something which is not part of the workstation?		
Comments		

TEMPERATURE	YES	NO
Is the temperature comfortable for the user, most of the time?		
Can you adjust the temperature locally?		
Is humidity normally comfortable for the your eyes and sinuses?		
Is the work area free from draughts?		
Comments		

SOFTWARE	YES	NO
Is the software suitable for all of your tasks?		
Is it suitable for your level of knowledge and experience?		
Do you find it easy to use the software?		
Comments		

WORK ORGANISATION	YES	NO
Can you organise your time to have adequate breaks from the screen?		
Do you have non-computer activities incorporated into your daily routine?		
Where possible have peaks and troughs in your workload been eliminated?		
Comments		

TRAINING AND INFORMATION	YES	NO
Have you been shown how to adopt good posture at the workstation?		
Have you received information on how to avoid visual fatigue?		
Have you been made aware of ways to detect and avoid stress at work?		
Have you received information about the provision of eyesight tests?		
Have you been given information about the provision of corrective lenses?		
Have you been informed about taking breaks and changes of work activities?		
Have you had training and information in how to adjust your workstation?		
Do you know where to report workstation hazards?		
Comments		

