

INDIVIDUAL WORKSTATION ASSESSMENT

Service	
Establishment	
Date of Assessment	
Person Seen	
Assessor Name	

ASSESSMENT SUMMARY

The following areas have been assessed in line with the Council's DSE assessment policy, full details are contained within this document, however, the main points are summarised below:-

Section	Questions	Management Summary
Equipment	01 - 16	
Environment	17 - 25	
Users	26 - 30	
General	31 - 34	
Others	35	

USER INFORMATION

Name of User	
Job Title	
User I.D. No.	
Work Station No.	
Average Daily Time of DSE	

Display Screen Equipment: Individual Workstation Assessment



	AREA OF SURVEY	YES/NO	COMMENTS	ACTION
EQUIPMENT – CHAIRS				
1	Does the seat adjust in height			
2	Does the seat back adjust in height & tilt?			
3	Is the footrest available if required			
WORKDESKS				
4	Is the desk high enough to give ample clearance above the legs?			
5	Is the desk large enough to accommodate documents?			
6	Is the document holder stable and properly located?			
7	Is there room for storing personal items?			
8	Is the surface non – reflective?			
DISPLAY SCREENS				
9	Is the display screen adjustable in both tilt and swivel?			
10	Is the display screen easy for user to read?			
11	Is the screen stable (no swim or flicker)?			
12	Is the screen clean?			
13	Are cleaning materials available?			
14	Is anti - glare filter available if required?			
KEYBOARDS				
15	Is the keyboard detachable?			
SOFTWARE				
16	Is the software adequate?			
ENVIRONMENT #				
17	Does lighting appear adequate?			
18	Are fluorescent tubes shielded?			
19	Are all surfaces non-reflective?			

	AREA OF SURVEY	YES/NO	COMMENTS	ACTION
ENVIRONMENT continued				
20	Is the workstation arranged so that the user is not looking directly at windows or bright lights?			
21	Have curtains or blinds been considered to cut out unwanted light?			
23	Is ventilation adequate?			
24	Is temperature adequate?			
25	Is humidity adequate?			
USERS				
26	How much time is spent by the user on the display screen?			
27	Has the user received health and safety training?			
28	Has the user been informed about the procedures for dealing with eye and eyesight tests?			
29	Has the task been designed to allow breaks or changes of activity?			
30	Are you satisfied your workstation design does not lead to you experiencing fatigue, stress, or health problems relating to VDU work? *			
GENERAL				
31	Are floors, passageways in good condition?			
32	Are they free from obstruction?			
33	Are all cables positioned so that they do not present tripping hazards?			
34	Does visual inspection indicate that the wiring and plugs are in a satisfactory condition?			
35	Others - See Continuation Sheet			

Gather additional environmental data as outlined within the attached Workstation Comfort Assessment sheet

* Where a "NO" answer is received for question 30, please complete a Workstation Comfort Assessment (HSF44).