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**WORKSTATION ASSESSMENT FORM**

<b>Workstation Location &amp; Identity:</b> _____
<b>User/Operator Name:</b> _____ <b>Job Title:</b> _____
<b>Description of Work:</b> _____
<b>Typical daily hours use:</b> _____ Hrs <b>Max. daily hours use:</b> _____ Hrs
<b>Typical length of continuous use in hours:</b> _____ Hrs
<b>Has the user had an eye and eyesight test?</b> Yes    No <b>Date of test:</b> _____
<b>Does the user want an eye &amp; eyesight test?</b> Yes    No
<b>If yes, Date of test:</b> _____
Have the activities of the users been so planned that their daily work on DSE is periodically interrupted by suitable breaks/changes of activity? (Short, frequent breaks are better than occasional, longer breaks, e.g. a 5-10 min. break after 50-60 mins. screen/keyboard work is better than a 15 min. break every 2 hours). <b>Yes    No</b>
<b>Give details of breaks:</b> _____
<b>Name of person undertaking assessment:</b> _____ (Safety Adviser)
<b>Date of assessment:</b> _____



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### General comment

The use as such of the equipment must not be a source of risk for operators or users.

#### Display screen

The characters on the screen shall be well-defined and clearly formed, of adequate size and with adequate spacing between the characters and lines.

The image on the screen should be stable, with no flickering or other forms of instability.

The brightness and the contrast between the characters and the background shall be easily adjustable by the operator or user, and also be easily adjustable to ambient conditions.

The screen must swivel and tilt easily and freely to suit the needs of the operator or user.

It shall be possible to use a separate base for the screen or an adjustable table.

The screen shall be free of reflective glare and reflections liable to cause discomfort to the operator or user.

#### Keyboard

The keyboard shall be tiltable and separate from the screen so as to allow the operator or user to find a comfortable working position avoiding fatigue in the arms or hands.

The space in front of the keyboard shall be sufficient to provide support for the hands and arms of the operator or user.

The keyboard shall have a matt surface to avoid reflective glare.

The arrangement of the keyboard and the characteristics of the keys shall be such as to facilitate the use of the keyboard.

The symbols on the keys shall be adequately contrasted and legible from the design working position.

OK 4	Not OK 8	Action Required	Date

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**Work desk or work surface**

The work desk or work surface shall have a sufficiently large, low-reflectance surface and allow a flexible arrangement of the screen, keyboard, documents and related equipment.

OK 4	Not OK 8	Action Required	Date

The document holder shall be stable and adjustable and shall be positioned so as to minimise the need for uncomfortable head and eye movements.

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There shall be adequate space for operators or users to find a comfortable position.

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**Work chair**

The work chair shall be stable and allow the operator or user easy freedom of movement and a comfortable position.

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The seat shall be adjustable in height.

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The seat back shall be adjustable in both height and tilt.

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A footrest shall be made available to any operator or user who wishes one.

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**Environment  
Space requirements**

The workstation shall be dimensioned and designed so as to provide sufficient space for the operator or user to change position and vary movements.

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**Lighting**

Any room lighting or task lighting provided shall ensure satisfactory lighting conditions and an appropriate contrast between the screen and the background environment, taking into account the type of work and the vision requirements of the operator or user.

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Possible disturbing glare and reflections on the screen or other equipment shall be prevented by coordinating workplace and workstation layout with the positioning and technical characteristics of the artificial light sources.

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