



SELF ASSESSMENT CHECKLIST

Name: _____

Department : _____

Job Title : _____

Date: _____

The completion of this checklist will enable you to carry out a self assessment of your own workstation. Your views are essential in order to enable me to achieve my objective of ensuring your comfort and safety at work. Please circle the answer that best describes your opinion, for each of the questions listed.

The form should be returned to _____ (*Safety Adviser*) as soon as it has been completed.

Environment

<p>1. Lighting</p> <p>Describe the lighting at your usual workstation.</p> <p>about right too bright too dark</p> <p>Do you get distracting reflections on your screen?</p> <p>never sometimes constantly</p> <p>What control do you have over local lighting?</p> <p>full control some control no control</p>
<p>2. Temperature and humidity</p> <p>At your workstation, is it usually:</p> <p>comfortable too warm too cold?</p> <p>Is the air around your workstation:</p> <p>comfortable too dry?</p>
<p>3. Noise</p> <p>Are you distracted by noise from work equipment?</p> <p>never occasionally constantly</p>
<p>4. Space</p> <p>Describe the amount of space around your workstation.</p> <p>adequate inadequate</p>

Furniture

<p>5. Chair</p> <p>Can you adjust the height of the seat?</p> <p>yes no</p> <p>Can you adjust the height and angle of the backrest?</p> <p>yes no</p> <p>Is the chair stable?</p> <p>yes no</p> <p>Does it allow movement?</p> <p>yes no</p>



Furniture {continued}

Chair {continued}		
Is the chair in a good state of repair?	yes	no
If the chair has arms, do they get in the way?	yes	no
6. Desk		
Is the desk surface large enough to allow you to place all your equipment where you want it?	yes	no
Is the height of the desk suitable?	yes	too high too low
Does the desk have a matt surface {non-reflectant}?	yes	no
7. Footrest		
If you cannot place your feet flat on the floor whilst keying, has a footrest been supplied?	yes	no
8. Document Holder		
If it would be of benefit to use a document holder, has one been supplied?	yes	no
If you have a document holder, is it adjustable to suit your needs?	yes	no

Display Screen Equipment

9. Display screen		
Can you easily adjust the brightness and the contrast between the characters on screen and the background?	yes	no
Does the screen tilt and swivel freely?	yes	no
Is the screen image stable and free from flicker?	yes	no
Is the screen at a height which is comfortable for you?	yes	no
10. Keyboard		
Is the keyboard separate from the screen?	yes	no



Display Screen Equipment {continued}

Keyboard {continued}

Can you raise and lower the keyboard height?
yes

no

Can you easily see the symbols on the keys?
yes

no

Is there enough space to rest your hands in front of the keyboard?
yes

no

11. *Software*

Do you understand how to use the software?
yes

no

12. *Training*

Have you been trained in the use of your workstation?
yes

no

Have you been trained in the use of software?
yes

no

If you were to have a problem relating to display screen work, would you know the correct procedures to follow?
yes

no

Do you understand the arrangements for eye and eyesight tests?
yes

no

Any other comments?