

DSE CHECKLIST

NAME:

POSITION:

Current Issues

YES

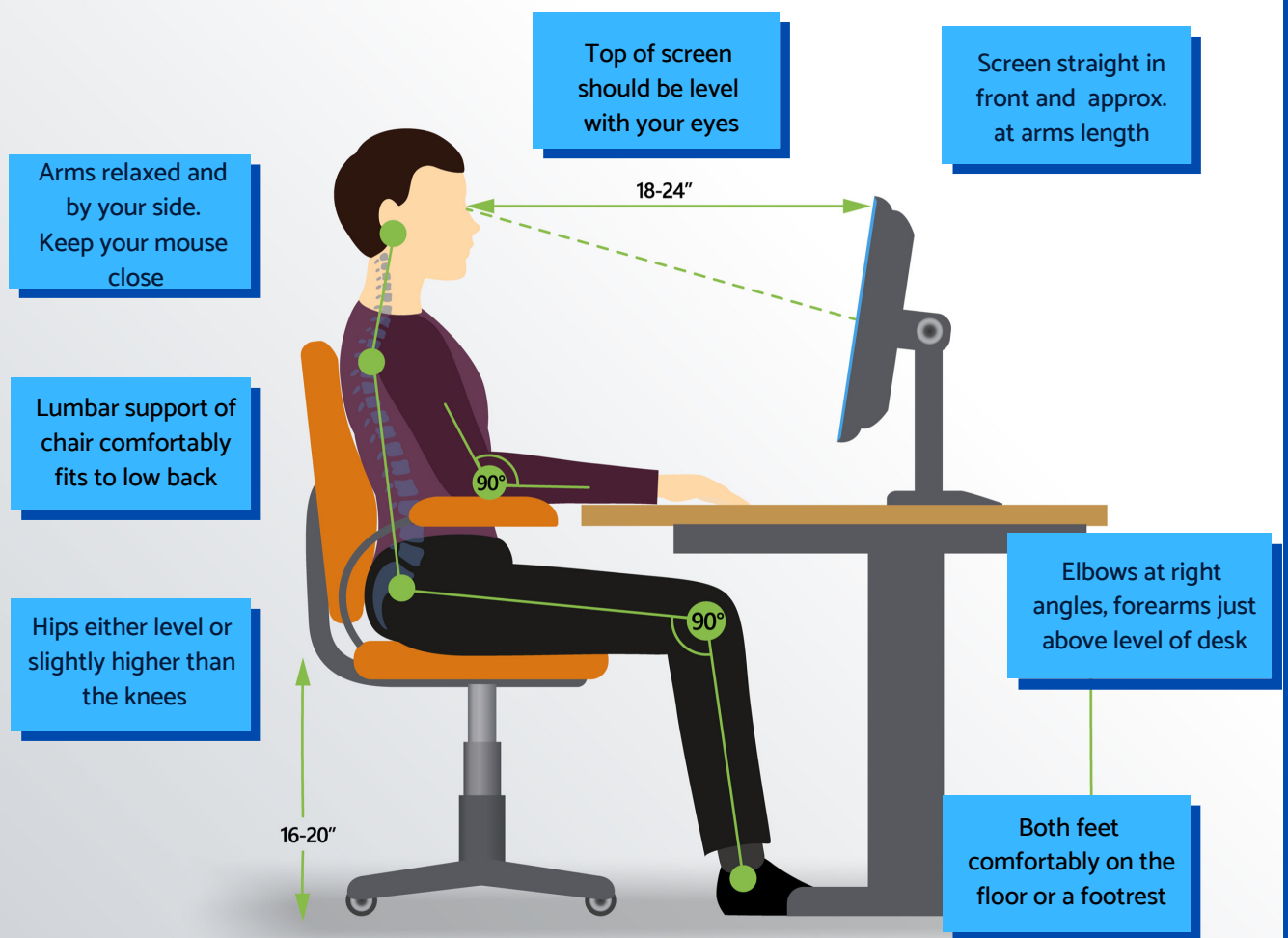
NO

COMMENTS

Any current aches and pains?

Any vision issues? Up to date eye test?

Current breaks away from desk



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DSE CHECKLIST

CHAIR

YES

NO

COMMENTS

Stable?

Working castors/glides?

Working height adjuster?

Arm rests - removable?

Sliding seat pan ?

- working?

Back rest

- tilting?

- moves up and down?

- adjustment levers working?

Spine in alignment and supported, shoulders relaxed

- inflatable lumbar support?

Hip level to knees - slightly higher or level?

3 fingers depth from front of chair to back of knee?

Feet flat on the floor?

- foot rest required?

DESK

Height at front of desk - 74cm +/-2cm

Depth from front desk to back - 80cm

Depth of desk at front - 5.5cm and 8cm at 50cm from front edge

Clear of clutter - enough desk space?

- space under desk?

- frequently used items close by

Any accessories required?

- screen document holder

- telephone headset

- foot rest

- tilting board for paperwork

SCREEN

Top of screen level with eyes -

- if wearing varifocals this may need adjusting

DSE CHECKLIST

SCREEN cont

- Screen arm length away
 - Adjustable screen arms, swivel/tilt
- Size of screen - detailed work may need larger screens
- screen clean?
- Image on screen - flickering, brightness, contrast, glare from lights?

KEYBOARD

- Working - sticking keys?
 - new batteries required /needs charging up
- Clean?
- Elbow at 90 degrees?
- Tilt required?
- Wrist support required? Raise required?
- Can be slid over papers
- Your typing technique
 - training required?

MOUSE

- Shape and size?
- Working? Charged up?
- Roll over surface - do rollers/ball need cleaning?
 - Is mouse mat required?
- Support required for wrist?
- Ensure hand is not resting on mouse when in use

ENVIRONMENT

- Temperature
- Noise
- Hydration
- Space available for moving
- Light

YES

NO

COMMENTS

ADDITIONAL COMMENTS AND RECOMMENDATIONS

I have completed my own self assessment of my DSE set up

Employee's signature:

Printed:

Date: