

Appendix 2

UNIVERSITY OF HUDDERSFIELD

DISPLAY SCREEN EQUIPMENT (DSE) SELF-ASSESSMENT

School / Support Service:

Department:

Employee Name:

Phone ext. no:

Line manager Name:

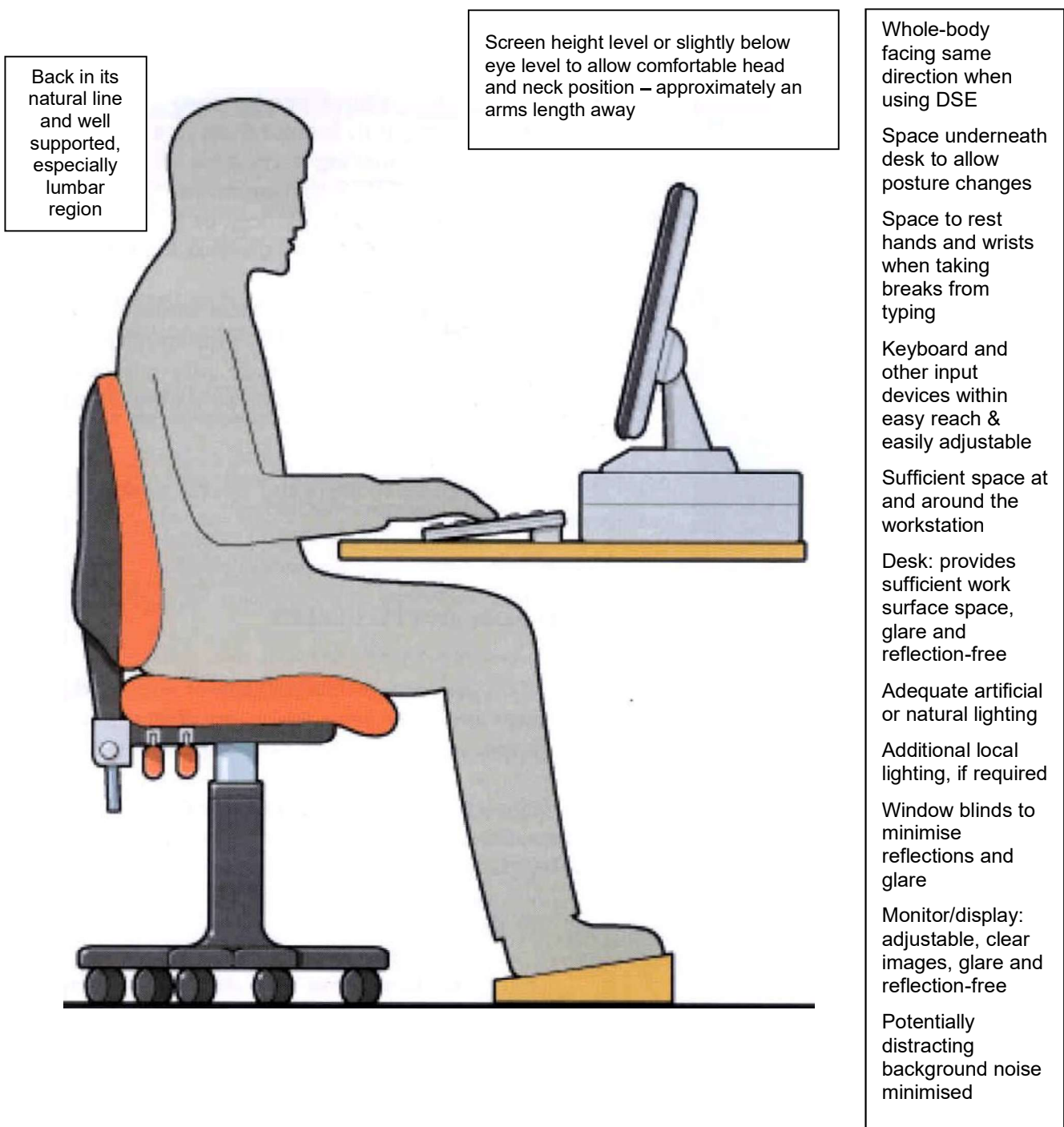
Phone ext. no:

DSE location:

Assessment date:

Review date:

DSE GENERAL ADVICE ON INDIVIDUAL SEATING, POSTURE & ENVIRONMENT
please use this information as a guide when undertaking your assessment



A	CHAIR	YES	NO	ADJUSTMENTS MADE
1	Does the chair provide good lower back support?			
2	Does the seat provide good support to the thighs?			
3	Is the seat height and back support adjustable?			
4	Can you adjust the height and angle of the backrest?			
5	Are there 5 castors which are stable and move easily?			
6	Can you get your chair close enough to the desk without any fixed chair arms getting in the way?			

If you answered No to any of the above undertake the following adjustments & record above:

A1 Try adjusting your backrest up & down, forwards & backwards. If no improvement contact your DSE Assessor about a lumbar support cushion

A2 Check whether seat pan will slide backwards or forwards

A6 remove arms from seat (usually bolted on underneath seat) and store somewhere safe

If the seat controls do not work or it is not adjustable, check if there is a spare seat in your office / department that you can use instead. If this is not an option speak to your manager about ordering a new chair.

B	DESK & WORK SURFACE	YES	NO	ADJUSTMENTS MADE
1	Is there sufficient legroom underneath the desk?			
2	Is the work surface a comfortable height?			
3	Is the work surface free from reflections?			
4	Does the work surface provide sufficient space for the work which you undertake?			
5	Can wrists and hands be supported during breaks from keyboard work?			

If you answered No to any of the above undertake the following adjustments & record above:

B1 Clear away any clutter – arrange storage

B2 Check if seat height needs adjusting (refer to diagram page 1)

B3 Use window blinds, speak to manager - replace desk if necessary

B4 See B1 – speak to manager if desk size insufficient for work undertaken on it

B5 Arrange desk differently (refer to diagram page 1)

Clutter management: Move reference materials elsewhere. Only keep items used regularly nearby. Consider use of a document holder next to screen – speak to your manager about this.

C	MONITOR & DISPLAY	YES	NO	ADJUSTMENTS MADE
1	Are screen images clear on the screen with no flicker?			
2	Can you adjust the monitor angle and its display (contrast / brightness) settings?			
3	Is the screen free from reflections and glare?			
4	Is the monitor screen at least an arm's length away?			
5	Is the top of the monitor at or just below eye level?			
6	Is the screen clean?			

If you answered No to any of the above undertake the following adjustments & record above:

C1 – C3 Clean dirty screens. Use window coverings to reduce glare. Flicker present? Difficult to see images? Adjust colour / text size settings Refer to IT helpdesk ext 3737

C4 Rearrange your desk

C5 Speak to manager re screen raiser if required

C6 Clean screen

D	WORKING POSTURE	YES	NO	ADJUSTMENTS MADE
1	Is your whole-body faced in direction of the screen?			
2	Are forearms near parallel with the floor when typing?			
3	Are your feet flat on the floor?			
4	Do you sit back in the chair when working?			

If you answered No to any of the above undertake the following adjustments & record above:

D1 Rearrange your desk layout

D2 Alter seat height (refer to diagram page 1)

D3 Alter seat height. If this does not help speak to your manager about obtaining a footrest

D4 Alter your posture – sit back in your seat, consider use of a footrest (refer to diagram page 1), make sure you have nothing placed between yourself and the keyboard. Consider updating your keyboard / touch typing skills – Staff IT support team for information on ext 2955

E	KEYBOARD & OTHER INPUT DEVICES	YES	NO	ADJUSTMENTS MADE
1	Is keyboard stable & are you able to adjust the tilt?			
2	Is the keyboard & mouse separate from the screen?			
3	Are individual keys legible?			
4	Is the mouse or other input device within easy reach?			
5	Do you use the whole forearm in using the mouse?			
6	Does your mouse / other input device move freely?			
<p>If you answered No to any of the above undertake the following adjustments & record above:</p> <p>E1 & E3 see your manager regarding replacement</p> <p>E2 If working on a laptop computer regularly request supply of a docking station, separate detachable mouse and keyboard</p> <p>E4 & E5 Rearrange desk layout & alter your practices</p> <p>E6 Clear debris from underneath / inside roller type, replace mouse mat</p>				

F	WORK ROUTINE	YES	NO	ADJUSTMENTS MADE
1	Do you take regular short breaks to change posture?			
2	Are individual DSE sessions shorter than 1 hour?			
3	Do you have some control over your work routine?			
<p>If you answered No to any of the above undertake the following adjustments & record above:</p> <p>F1 – 3 Reflect on your personal work scheduling. Discuss problems with your manager. Consider use of free software to remind re changes in posture: www.workrave.org/</p>				

G	WORKING ENVIRONMENT	YES	NO	ADJUSTMENTS MADE
1	Is movement easy to, from and at the work area?			
2	Is lighting suitable and sufficient?			
3	If windows blinds are required, are they installed?			
4	If yes, do the blinds work properly?			
5	Is temperature generally comfortable?			
6	Is there natural or mechanical ventilation?			
7	Can you work without distraction from background noise?			
<p>If you answered No to any of the above undertake the following adjustments & record above:</p>				

G1 Tidy area around workstation and if your manager agrees, consider rearrangement of the office area.

G2 Consider individual desk lamp / remove bulbs / tubes from local lighting if too bright.

G7 Speak to manager regarding office layout / work schedules / rotas to avoid proximity to noisy equipment / interruptions in workflow.

NB Heating / lighting / ventilation problems should be referred to Estates Helpline ext 2550 and if unresolved to your manager.

H	SOFTWARE	YES	NO	ADJUSTMENTS MADE
1	Are you comfortable with software packages used?			

If you answered No to this question discuss your training requirements with your manager.

I	YOURSELF	YES	NO	ADJUSTMENTS MADE
1	Are you aware of arrangements for DSE eye tests?			
2	Your current weight? (Optional, see notes below)	st.	lb.	
3	What is your height? (Optional, see notes below)	ft.	in	

I1 DSE users are entitled to an eye care voucher once every 2 years for Specsavers opticians. These vouchers can be obtained on Occupational Health's website <https://www.hud.ac.uk/oh/>

I2 The DSE assessor may need to know your weight to ensure the equipment supplied is appropriate for you. Also if needed they can advise on alternative chairs.

I3 Knowing a person's height may assist the assessor when making decisions about the correct equipment and adjustments to available equipment.

FURTHER ADVICE & GUIDANCE:

If you have any health problems that you believe to be related to DSE work, you are advised to bring these to the attention of your manager.

If your work involves using more than one PC: alternate desk(s), laptop computer or working from home you should undertake & record this assessment for **each** location.

This assessment should be repeated **after two years** or immediately if any of the following applies:

- you work on computers at any other desks or
- you undertake your occupation at home or
- you change your workstation location or
- you start to have health related problems which you believe could be related to working with DSE or
- you use a laptop computer/portable device for more than 1 hour per day.