

University of Galway Display Screen Equipment Checklist

This checklist can be used as an aid to the risk assessment and to help comply with DSE Regulations. Work through the checklist, ticking either 'yes' or 'no' column against each risk factor:

- 'Yes' answers require no further action.
- 'No' answers require investigation and/or remedial action. The assessor should record their decisions in the 'Actions to take' column.

A copy of the checklist should be kept by the Manager who should check that all actions have been taken and have resolved the problem.

College/School/Research Institute/Support Service		Room number	
DSE Assessor		Assessment date	
DSE User		Assessment time	
Unit Safety Coordinator			
Typical DSE use per day	1 hour		Is DSE use intermittent or continuous?
	2 hours		
	3+ hours		
Ask if the user has experienced any discomfort or other symptoms, which they attribute to working with their DSE. If yes, explain:			
Ask the user if they have any health issues (e.g. epilepsy) that may affect working on their DSE. If yes, explain:			

Risk Factor	Tick answer		Action to take	Risk Factor	Tick answer		Action to take
	Yes	No			Yes	No	
Display screen				Furniture			
Are the characters clear and readable?				Is the work surface large enough for all necessary equipment, paper etc?			
Is the text size comfortable to read?				Can the user comfortably reach all the equipment and papers they need to use?			
Is the image stable, i.e. free of flicker?				Are surfaces free from glare and reflection?			
Is the screen specification suitable for its intended use?				Does the user know how to adjust the chair? Is the chair suitable? Is the chair stable? Does the chair have a 5-star base? Does the chair have a working: <ul style="list-style-type: none"> • Seat back height and tilt adjustment? • Seat height adjustment? • Swivel mechanism? • Castors or glides? 			
Are the brightness and/or contrast adjustable?				Is the chair adjusted correctly?			
Does the screen swivel and tilt?				Is the small of the back supported by the chair's backrest?			
Is the screen free from glare and reflection?				Are forearms horizontal with the floor?			
Are adjustable window coverings provided and in adequate condition?				Are eyes at roughly the same height as the top of the display screen?			
				Are feet flat on the floor without too much pressure from the seat on the back of the legs?			

Risk Factor	Yes	No	Action to take		Yes	No	Action to take
Keyboard				Environment			
Is the keyboard separate from the screen?				Is there enough room to change position and vary movement?			
Does the keyboard tilt?				Is lighting suitable, e.g. not too bright or too dim to work comfortably?			
Is it possible to find a comfortable keying position?				Does the air feel comfortable?			
Does the user have good keyboard techniques?				Are levels of heat comfortable?			
Are the characters on the keys easily readable?				Are levels of noise comfortable?			
Mouse, trackball etc				Software			
Is the device suitable for the tasks it is used for?				Is the software suitable for the task?			
Is the device positioned close to the user?							
Is there support for the device user's wrist and forearm?							
Does the device work smoothly at a speed and accuracy of pointer?							
Can the user easily adjust software settings for speed and accuracy of pointer?							
Final questions to users							
Ask if the checklist has covered all the problems they may have working with their DSE.							
Ask if the user has been advised of their entitlement to eye and eyesight testing.							
Ask the user if they take regular breaks working away from the DSE.							
Ask the user if all equipment is stable and does it appear to be electrically safe							
Does the user wear glasses/contact lenses while working at the DSE? Are they varifocal?							
Is the user right or left handed?							
WRITE THE DETAIL OF ANY PROBLEM HERE							
Follow-up							
Any further action needed? YES / NO							
Follow-up action completed on:							
Review date:							