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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Surname** |  | | | **Forename** | | |  |
| **Department** |  | | | **Date** | | |  |
|  | |  |  | |  | | |
| **Risk factors** | | | | **Answer** | | **Things to Consider** | |
| **Y** | **N** |
| **Section 1: Keyboards** | | | | | | | |
| Is the keyboard separate from the screen? | | | |  |  | This is a requirement, unless the  task makes it impracticable. | |
| Does the keyboard tilt? | | | |  |  | Tilt need not be built in | |
| Is it possible to find a comfortable keying position? | | | |  |  | Try pushing the display screen  further back to create more room. | |
| Does your workstation set up allow good typing technique? | | | |  |  | Training could be given to improve typing technique? | |
| Are the characters clear and readable? | | | |  |  | Keyboards should be kept clean and  use a keyboard with a matt finish | |
| **Section 2 : Mouse, trackball etc.** | | | | | | | |
| Is the device suitable for the tasks it is used for? | | | |  |  | If you are having problems, try a  different device. | |
| Is the device positioned close within comfortable reach? | | | |  |  | Most devices are best placed as close as possible, to the keyboard. | |
| Is there support for your wrist and forearm? | | | |  |  | Support can be gained from, for the desk surface or arm of a chair. | |
| Does the device work smoothly at sufficient speed? | | | |  |  | Device may require cleaning and a mouse mat may be needed. | |
| Can you easily adjust software settings for speed and accuracy of pointer? | | | |  |  | Users may need training in how to  adjust device settings. | |
| **Section 3: Display Screens** | | | | | | | |
| Are the characters clear and readable? | | | |  |  | Make sure the screen is clean and  cleaning materials are available. | |
| Is the text size comfortable to read? | | | |  |  | Software settings may need adjusting to change text size. | |
| Is the image stable, i.e. free of flicker and jitter? | | | |  |  | Change screen colours to reduce flicker, e.g., darker background and lighter text. | |
| Is the screen’s specification suitable for its intended use? | | | |  |  | I.e., graphic work or work requiring fine  details may require large display screens. | |
| Are the brightness and/or contrast adjustable? | | | |  |  | Adjustment controls are not essential, provided you can read the screen. | |
| Does the screen swivel and tilt? | | | |  |  | Swivel and tilt need not be built in; you can add a swivel and tilt mechanism. | |
| Is the screen free from glare and reflections? | | | |  |  | The screen or even the desk may need to be moved to shield from reflections. | |
| Are adjustable window coverings provided and in adequate condition? | | | |  |  | Blinds with vertical slats can be more suitable than horizontal ones. | |
| **Section 4: Software** | | | | | | | |
| Is the software suitable for the task? | | | |  |  | Users should have appropriate training in using the software. | |

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| **Risk factors** | **Answer** | | **Things to Consider** | | |
| **Y** | **N** |
| **Section 5: Furniture** | | | | | |
| Is the work surface large enough for all the necessary equipment, papers etc.? |  |  | Create more room by moving printers, reference materials etc. elsewhere. | | |
| Can you comfortably reach all the equipment and papers that need to use? |  |  | Rearrange equipment, papers etc.  A document holder may be needed. | | |
| Are surfaces free from glare and reflection? |  |  | Consider mats or blotters to reduce reflections and glare. | | |
| Is the chair suitable? Is the chair stable? |  |  | Does the chair have seat back height and tilt adjustment? castors or glides? | | |
| Is the chair adjusted correctly? |  |  | Training in how to adopt suitable postures may be need. | | |
| Is the small of the back supported by the chair’s backrest? |  |  | Sit with a straight back, supported by the chair, with relaxed shoulders. | | |
| Are forearms horizontal and eyes at roughly the same height as the top of the DSE? |  |  | Adjust chair height so arms in correct position, adjust the DSE height. | | |
| Are feet flat on the floor, without too much pressure from the seat on the backs of the legs? |  |  | If not, a footrest may be needed. | | |
|  | | | | | |
| **Work in this way to maintain good posture**  **Standard workstation setup** | | | | | |
|  | | | | | |
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| **Work in this way to maintain good posture** | | | | **Y** | **N** |
| 1. Top of screen level with eyes, about an arm’s length away | | | |  |  |
| 2. Relax your shoulders - try to position yourself high enough so you don’t need to shrug your shoulders | | | |  |  |
| 3. Computer and screen directly in front of you on desk or other surface | | | |  |  |
| 4. Keyboard just below elbow height | | | |  |  |
| 5. Back of the seat provides good lower back support (or use cushion, to provide additional back support) | | | |  |  |
| 6. Seat height equally supports front and back of thighs (or use cushion to raise seated position) | | | |  |  |
| 7. Gap of 2-3 cm between front of seat bottom and back of knee | | | |  |  |
| 8. Screen and keyboard central - don’t twist your back | | | |  |  |
| 9. Mouse in line with elbow | | | |  |  |
|  | | | | | |
| All Users will complete this self-assessment form and forwarded it to their manager / supervisor for review.  The Company nominated competent person will review the form and arrange to see the user if issues have been identified.  Any actions or recommendations will be recorded and maintained. | | | | | |