

## DSE Workstation Assessment

As employers, you must carry out a workstation risk assessment to ensure that you identify any hazards your employees may encounter while using DSE and their workstation. Employees can be involved in the assessment however it is the employer's responsibility to complete the assessment.

A workstation assessment should include the following:

- ✓ An overview of the work task
- ✓ Information to show that the workstation fulfils the requirements of the Regulations (Schedule 4)
- ✓ Issues that need to be addressed
- ✓ A list of actions (where appropriate), who is responsible and when they are to be completed.

**This workstation assessment checklist can be used to aid in completing a workstation risk assessment, but it is not intended to replace a full workstation risk assessment**

Workstation Assessment Checklist			
<b>Assessment Details</b>			
<b>Workstation User Name:</b>			
<b>Assessed by:</b>			
<b>Date:</b>			
<b>Assessor comments:</b>			
<b>Actions required:</b>		<b>Yes</b>	<b>No</b>
<b>Person responsible:</b>			
<b>Date to be completed:</b>			
<b>Brief description of task</b>			
<b>Display Screen</b>		<b>Yes</b>	<b>No</b>
Are the characters on the screen clear and easy to read?			<b>Action</b>



