

Workstation Questionnaire

Introduction:

In order for Sara Gordon to perform a DSE assessment, it is useful to have some background information. Take time to fill in this questionnaire, reading carefully the notes at each stage, so that you know what you're looking for.

What are the risks associated with using display screen equipment at work?

The most common problems are musculoskeletal disorders such as aches and pains in shoulders, neck, back, hands and wrists; visual problems and mental stress. These are not unique to display screen equipment use nor are they an inevitable consequence of it. In fact, there is evidence to suggest that the risk to an individual from DSE work is low if sensible, appropriate measures are taken.

What causes musculoskeletal disorders?

These are typically caused by a lack of breaks and poor posture. If you stay in the same position for a long time, your muscles will eventually fatigue. The next step from fatigue is discomfort. It is important to prevent fatigue building up during your working day by taking regular breaks. Poor posture can be caused by badly positioned equipment and incorrectly adjusted furniture such as chairs.

What is good working posture?

Good sitting posture for the spine is an s-shape spine with a good lumbar arch. Your knees should be bent to about ninety degrees and your feet should be well supported. Your chin shouldn't poke forward and your spine shouldn't be in a c-shape. When typing, your upper arms should be relaxed by your side and your elbows bent to about ninety degrees. Your wrists should be neutral, avoiding any excessive bending up/down or sideways.

What about visual problems?

It is important that if you have visual difficulties they are addressed. For this reason, a regular eye test (usually every 2 years, or as specified by your optician) is vital. It is important to take visual breaks regularly to prevent visual fatigue.

How can I prevent fatigue and mental stress

Appropriate software, as well as tackling postural and visual problems, goes a long way to addressing fatigue and stress. Regular breaks and being in control of your working day also helps.

What tasks are you required to conduct at your desk? (Please tick)

- Using a computer/laptop Using the telephone Reading hard copy
 Hand Writing/Hand Drawing Working with documents larger than A3
 Other _____

How much time is spent daily using your display screen? (Please tick)

- 0 TO 2 HOURS 2 TO 4 HOURS 4 TO 6 HOURS 6 TO 8 HOURS OVER 8 HOURS

Visual and musculoskeletal problems

Your parent company should provide you with a regular eye test. This should be requested via HR. They may contribute towards the cost of a basic pair of glasses under certain circumstances. It is important that you notify Occupational Health promptly if you develop any musculoskeletal disorders, especially if you believe they are related to your work.

	YES	NO
Have you had your eyes tested in the last two years?		
Are you free from aches, pains, numbness, tingling and pins & needles?		

Comments:

Work Routine

It is important to take short informal breaks throughout the day. Frequent, short breaks are best. Breaks include standing briefly or walking to the printer. A change in activity also offers a physical break. Without a doubt, breaks away from the desk are best but a quick stretch whilst seated is better than nothing. Break before you start feeling tired. Try to leave your desk at lunchtime. This will refresh you both physically and mentally. Remember to take visual breaks too. **Try the rule of 20s: every 20 mins look 20 ft away for 20 secs.**

	YES	NO
Do you have control over how you carry out your work?		
Does your work allow you to change your posture?		
Does your work allow you to take breaks away from your PC?		

Comments:

Desk	YES	NO
Is there sufficient space for all necessary equipment on yr desk?		
Is the desk at a comfortable height?		
Does the equipment layout allow you to work comfortably?		
Is there sufficient unobstructed legroom underneath the desk?		
If you have a handset for your telephone, are you able to avoid cradling the handset to your shoulder?		

Comments:

Chair		
<p>Your chair should be comfortable. It should support your spine in an s-shaped posture, with the lumbar arch well supported. Ensure you know how to adjust your chair. If you have a standard chair, the instructions are kept in the pocket of the backrest. The armrests should not prevent you from pulling your chair right into the desk. Your leg space should be unobstructed.</p>		
	YES	NO
Is your work chair comfortable?		
Do you know how to adjust your chair?		
Is your chair stable and in good working order?		
Does the chair provide adequate lower back (lumbar) support?		
Is seat height adjusted so that your elbows are just above desk level?		
Does the chair allow freedom of movement to all areas of the desk that you need to access?		
Are your feet comfortably supported on the floor or a footrest?		
Comments:		
Software		
	YES	NO
What software do you use mostly?		
Are you comfortable with the software that you use for work?		
Is the software easy to use and suited to the task?		
Have you had sufficient training in the use of your software?		
Comments:		
Display Screen/s		
<p>Ensure that you work facing your screen, with no twisting. Your screen should be at a comfortable distance away from you. Usually this is about arm's length but this may differ for some people. The top of the active screen should be at about eye level or a little lower if you are not a touch typist. It is important for you to keep your screen clean to help avoid visual fatigue. If you have more than one screen, position yourself in front of the one you use most; or if you use them all equally, treat them as one big screen and centralise yourself. Laptops should not be used without a separate keyboard/mouse or screen.</p>		
	YES	NO
Is the screen suitable for the work you are required to carry out?		
Is your screen free from glare and reflection?		
Is the screen information clear, legible and flicker free?		
Can contrast and brightness be adjusted on your screen?		
Is your screen clean?		
Does the screen tilt and swivel?		
Does your whole body face the screen without twisting?		
Is the screen positioned at an acceptable height (top of screen at eye level or a bit lower)?		
Is the screen at a comfortable viewing distance (about arm's length)?		

Keyboard / Input Devices

Your mouse and keyboard should be comfortable to use. They should be positioned so that you don't have to over-reach; your elbows should be bent at about ninety degrees. Avoid resting your wrists on the desk whilst typing.

	<i>YES</i>	NO
Is the keyboard separate from the screen?		
Is the keyboard within easy reach, so that the elbows are at about ninety degrees?		
Are keys clearly legible and easy to use?		
If you do not have a document holder, do you think this is acceptable?		
If you have a document holder, is it stable and positioned to minimise head and eye movement?		
Do you find your mouse comfortable to use?		
Is the mouse within easy reach?		
Comments:		

Working Environment**YES** **NO**

Is there adequate lighting to carry out your work?		
Please rate your comfort at work with respect to temperature		
In the summer <input type="checkbox"/> very comfortable <input type="checkbox"/> comfortable <input type="checkbox"/> neither <input type="checkbox"/> uncomfortable <input type="checkbox"/> very uncomfortable		
and the winter? <input type="checkbox"/> Very comfortable <input type="checkbox"/> comfortable <input type="checkbox"/> neither <input type="checkbox"/> uncomfortable <input type="checkbox"/> very uncomfortable		
Is there adequate ventilation?		
Are levels of noise at an acceptable level to avoid disruption and loss of concentration?		
Is there enough room to change position and vary movement?		
Is your workstation area free from any trip hazards eg. cables?		
Comments:		