



Inspection Checklist for DSE Workstation

Display Screen		Yes	No
*	1. Is the screen positioned in front of the user?	<input type="checkbox"/>	<input type="checkbox"/>
*	2. Is the first line displayed on screen at about or slightly below the eye level of the user?	<input type="checkbox"/>	<input type="checkbox"/>
*	3. Does the screen display a clear, sharp and steady image?	<input type="checkbox"/>	<input type="checkbox"/>
*	4. Are the displayed characters readable?	<input type="checkbox"/>	<input type="checkbox"/>
*	5. Are brightness and contrast easily adjustable?	<input type="checkbox"/>	<input type="checkbox"/>
*	6. Does the screen swivel and tilt?	<input type="checkbox"/>	<input type="checkbox"/>
*	7. Is the screen free from reflection and glare?	<input type="checkbox"/>	<input type="checkbox"/>
	8. Is the screen kept a distance away from the user (e.g. 350-600mm)?	<input type="checkbox"/>	<input type="checkbox"/>
Keyboard		Yes	No
*	9. Is the keyboard detached from the display screen?	<input type="checkbox"/>	<input type="checkbox"/>
*	10. Is the keyboard tiltable?	<input type="checkbox"/>	<input type="checkbox"/>
*	11. Are the characters on the keys of the keyboard/numeric pad readable?	<input type="checkbox"/>	<input type="checkbox"/>
*	12. Is the keyboard/numeric pad glare free?	<input type="checkbox"/>	<input type="checkbox"/>
*	13. Is there enough space to rest hands in front of the keyboard?	<input type="checkbox"/>	<input type="checkbox"/>
*	14. Is the keyboard positioned at about the elbow level?	<input type="checkbox"/>	<input type="checkbox"/>
	15. Do you rest on any wrist support pad for keyboard operation?	<input type="checkbox"/>	<input type="checkbox"/>
	16. While keying, do you keep your wrists in neutral position (not bending upward or downward)?	<input type="checkbox"/>	<input type="checkbox"/>
Mouse		Yes	No
*	17. Do you keep your wrists in neutral position (no deviation from two sides) while maneuvering the mouse?	<input type="checkbox"/>	<input type="checkbox"/>
*	18. Is the mouse positioned at about the elbow level?	<input type="checkbox"/>	<input type="checkbox"/>
	19. Is the mouse click in light touch feature?	<input type="checkbox"/>	<input type="checkbox"/>
Work Desk		Yes	No
*	20. Is the desk surface large enough for the screen, keyboard, mouse and documents?	<input type="checkbox"/>	<input type="checkbox"/>
*	21. Is there adequate legroom (depth, width and height) below the desk?	<input type="checkbox"/>	<input type="checkbox"/>



Chair		Yes	No
*	22. Is the base of the chair stable?	<input type="checkbox"/>	<input type="checkbox"/>
	23. Does your chair come with a stable 5-pronged base?	<input type="checkbox"/>	<input type="checkbox"/>
*	24. Are castors provided at the base to allow easy movement of the chair?	<input type="checkbox"/>	<input type="checkbox"/>
*	25. Is the seat height adjustable to suit the size of the user?	<input type="checkbox"/>	<input type="checkbox"/>
	26. Does the chair come with backrest?	<input type="checkbox"/>	<input type="checkbox"/>
*	27. Is the backrest adjustable in height and tilt to provide adequate back support?	<input type="checkbox"/>	<input type="checkbox"/>
	28. Does your chair come with armrest?	<input type="checkbox"/>	<input type="checkbox"/>
*	29. Do the armrests allow the user to get close enough to key comfortably?	<input type="checkbox"/>	<input type="checkbox"/>
*	30. Is the seat pan padded and free from sharp edges?	<input type="checkbox"/>	<input type="checkbox"/>
Document Holder		Yes	No
*	31. Is the document holder, if provided, properly positioned to avoid awkward neck posture and movement?	<input type="checkbox"/>	<input type="checkbox"/>
	32. Is the document holder stable enough to hold document?	<input type="checkbox"/>	<input type="checkbox"/>
Footrest		Yes	No
*	33. Is the footrest, if required, stable?	<input type="checkbox"/>	<input type="checkbox"/>
*	34. Is the footrest provided with a non-slip surface?	<input type="checkbox"/>	<input type="checkbox"/>
Illumination		Yes	No
*	35. Is the lighting level suitable for the work?	<input type="checkbox"/>	<input type="checkbox"/>
	36. Are there blinds or curtains available to block excessive sunlight through windows?	<input type="checkbox"/>	<input type="checkbox"/>
	37. Is anti-glare filter used to reduce glare on the screen?	<input type="checkbox"/>	<input type="checkbox"/>
Temperature/Humidity		Yes	No
*	38. Is temperature and humidity at workplace comfortable?	<input type="checkbox"/>	<input type="checkbox"/>
	39. Is the temperature at workplace kept at 23 - 26°C (in summer) or 20 - 24°C (in winter) with relative humidity between 40 - 70%?	<input type="checkbox"/>	<input type="checkbox"/>
Noise		Yes	No
*	40. Is the noise produced by the workplace acceptable (e.g., photocopiers, binding machines, printers)?	<input type="checkbox"/>	<input type="checkbox"/>

Please feel free to use this checklist to assess your own DSE workstation. If you answer "NO" to any item, it may indicate further action is needed for workstation modification. To better cope with the health and safety of using DSE, you are more than welcome to refer to this booklet as a general guideline.

Note: * indicates those items under the statutory requirement of the Regulation and the rest of the checklist items are the best practice in operating display screen equipment.



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