

DSE Awareness Checklist

This checklist provides you with a reminder of how to ergonomically set up and use your DSE.

Monitor	
The main monitor is central on the user's desk and roughly an arm's length away. The user is directly facing it when sat in a neutral position.	
The monitor is free from glare and does not flicker.	
The user's eyes are level with the top of the screen. They keep their head, neck, and shoulders straight and relaxed.	
The monitor can be tilted and raised / lowered.	
The monitor has brightness / contrast settings.	
The size of the text displayed on the screen is two to three times larger than the size of the smallest text the user can read.	



Chair	
The chair is adjustable in height, padded, has free-moving wheels, and is stable.	
The chair has lumbar support for the user's lower back.	
The user's feet are flat on the floor or a footrest when sitting in the chair.	
The user can position the chair comfortably in front of or under their desk.	



Mouse	
The mouse is a suitable shape and size so that it fits comfortably into the user's hand.	
The mouse supports the neutral position of the user's wrist. The user has suitable wrist support if necessary.	
The mouse's buttons and scroll wheel are not stiff or overly sensitive.	
The mouse is kept clean and free from debris so it can move smoothly.	
The user does not have to stretch to reach the mouse. Their arm is close to their side when using it, with their elbow at a slightly 'open' angle.	



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Keyboard

The keyboard is separate from the screen so it can be suitably positioned.	
The keyboard is directly in front of the user, with the G, H and B keys in line with the centre of their body.	
The keys only require a soft touch to use – they are not stiff.	
The user's elbows are bent at or around a 90° angle when typing. Their arms are relaxed at the side of their body while doing so.	
The user's wrists are supported either by a rest or the desk when typing.	
The user does not need to stretch their wrists and/or forearms when typing.	



Environment

The user's desk is made of a material that will not cause glare.	
The user's desk is a suitable height so it has adequate space underneath.	
The user's desk has enough room for all of their equipment.	
Any windows that could cause glare have blinds.	
The area has adequate lighting to prevent eye strain. If the user needs additional light, they should have a desk lamp.	
The room is at a suitable temperature, as too hot or too cold temperatures can cause users to adopt poor postures.	



Laptops

The user has a stand or raised support for their laptop so they can position it at an appropriate height.	
The user has a separate mouse and keyboard so they can adopt a proper posture.	
The user avoids working with the laptop on their lap, as this leads to a bad posture.	