

DISPLAY SCREEN EQUIPMENT INITIAL ASSESSMENT FORM

A14a

Under the Health & Safety (Display Screen Equipment) Regulations the employer is required to assess which of its employees are considered under these regulations to be "habitual users". The aim of this form is to help us establish who falls into the category of "habitual user". Display Screen Equipment, in simple terms, is any form of screen used to display text or graphics. A typical example, in use throughout most organisations, is a computer screen. It does not, however, include calculator displays or displays on a memory typewriter.

Please answer the following questions relating to all your work - including work done outside normal working hours or away from the office.

Please return your completed form to:

(Print Name) By (date)

There may be a further assessment for you to participate in at a later date.

Thank you for your help with this important project.

DEPARTMENT:	
NAME (print in full):	SIGNATURE:
Please complete/delete/indicate as appropriate	
1 What types of Display Screen Equipment (DSE) do you use? eg computer screen:	
2 If under 18 years of age, please give date of birth.	DoB:
3 If female, are you pregnant?	YES / NO
4 Do you have any special needs that should be considered when a DSE assessment is undertaken? If so, please provide details:	
5 Do you normally use DSE for periods of 1 hour or more of continuous use, ie without a break or stopping to do other work? If yes, on average for how many working days per week do you work in this way?	YES / NO 1 2 3 4 5
6 Do you normally use Display Screen Equipment for a total of 3 hours or more per day (spread throughout the day)? If yes, on average for how many working days per week do you work in this way?	YES / NO 1 2 3 4 5
7 Is fast/accurate input of data a requirement to carry out your <u>main</u> job function/s?	YES / NO
8 Do/did you require significant training (by current or previous employer, including self-tuition) on the use of the Display Screen Equipment (or any 'programmes' on it) to do your job?	YES / NO

ASSESSOR (print in full):

SIGNATURE: **DATE:**

USER / NON-USER