DSE USER RISK ASSESSMENT PROCESS

Display Screen Equipment (DSE) users identified

DSE users complete the "Using your DSE Workstation Safely" module on HSeLanD

Based on this training, DSE user makes adjustments to workstation

Competent Line Manager or competent DSE Assessor completes the DSE Workstation Risk Assessment Form with the DSE user

Non-complex Assessments

Where minor issues are highlighted during assessment

- Adjustments made to workstation
- A review is completed to ensure the effectiveness of adjustments implemented (review approximately one month after adjustments have been implemented)

Complex Assessments

Where individual factors may affect workstation set-up or the safe use of DSE, such as previous injury, physical variations (e.g. height), or other specific needs that require additional consideration within the assessment process.

- Seek advice from the National Health & Safety Function (NHSF) Helpdesk at 1800 420 420
- On advice received, consider requesting an Ergonomic Assessment, and include the completed DSE assessment

AND/OR

- Refer to the Occupational Health Service, and include the completed DSE assessment

Scan the QR code to visit the NHSF webpage on Display Screen Equipment and Office Safety

NHSF NATIONAL HEALTH AND SAFETY FUNCTION

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