



Display Screen Equipment (DSE) Assessment

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Introduction

DSE Assessments are used to help ensure that employees do not suffer any discomfort or pain while at work using desks, computers, chairs, screens and related equipment. In the first part of the process you will be presented with a link to complete an online DSE assessment which covers the different parts of your workstation such as a keyboard, chairs, screens etc. In each of these sections you will find a help file, which will give a little bit of background to help you use the equipment properly and avoid injury. The second phase is a consultation with an ergonomist who will review this assessment and if required suggest changes to configuration perhaps purchasing of new equipment. In certain cases, a follow-up consultation may be required to ensure any concerns raised were satisfactorily addressed.

It is important that you follow the instructions in this document carefully and prepare in advance as much as practical for the review consultation with the ergonomist. These review consultations are scheduled to last 20 minutes per person, so delays must be avoided.

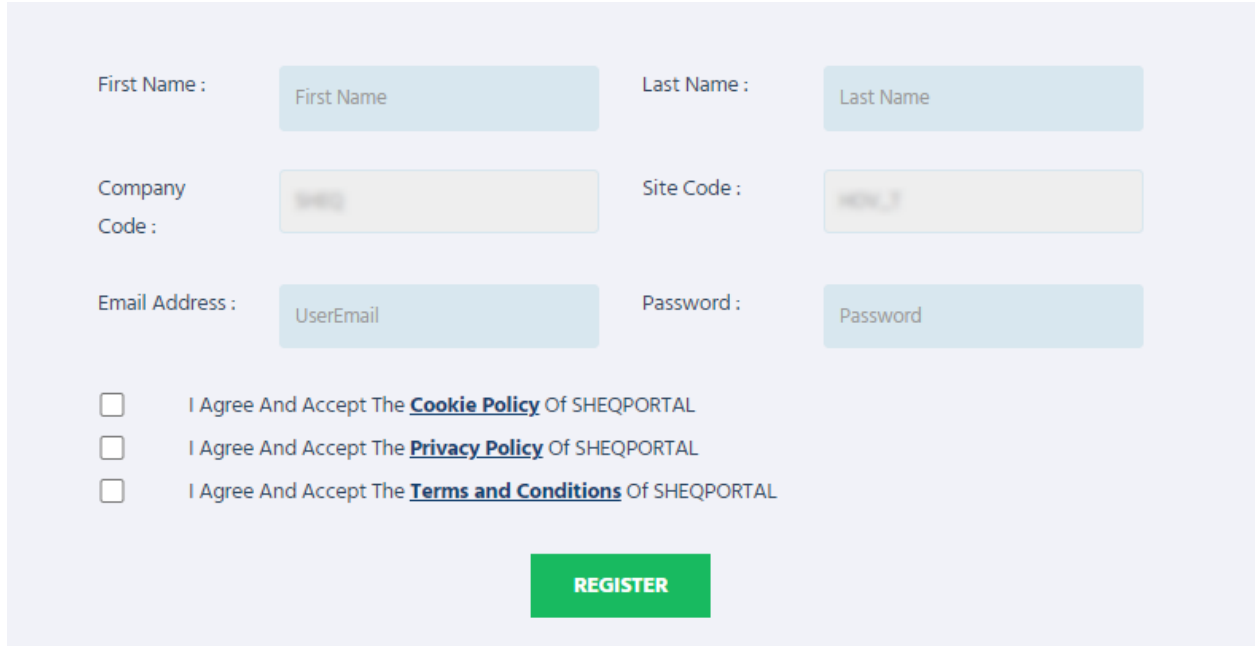
Part A – Completing the Assessment

1. Please click on the relevant link below access the DSE assessment tool:

Company Name	CODE	CLICK TO REGISTER
3M	3MDSEA	Link 1

NOTE: To access the site after you have registered at any time please use the following link: <https://getmeonsite.com/sp-dse> Use this link to download your assessment at a later date etc.

2. The following screen will appear.



The registration form contains the following fields and options:

- First Name :
- Last Name :
- Company Code :
- Site Code :
- Email Address :
- Password :

Below the form are three checkboxes with corresponding text:

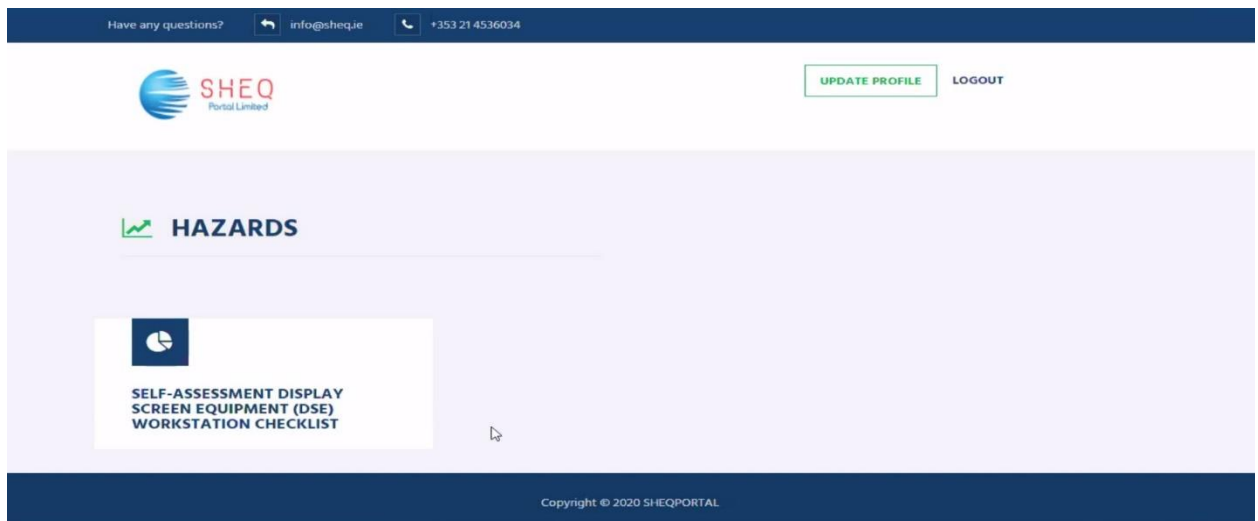
- I Agree And Accept The [Cookie Policy](#) Of SHEQPORTAL
- I Agree And Accept The [Privacy Policy](#) Of SHEQPORTAL
- I Agree And Accept The [Terms and Conditions](#) Of SHEQPORTAL

A green **REGISTER** button is located at the bottom center of the form.

Please enter:

- your first name
- your last name
- The company code and site code will be automatically assigned (these codes are important for reporting purposes).
- your contact email
- a password

3. After registration is completed, the following screen will appear.



The dashboard features a dark blue header with the following elements:

- Left: "Have any questions?" with a question mark icon.
- Center: "info@sheq.ie" with an email icon and "+353 21 4536034" with a phone icon.
- Right: "UPDATE PROFILE" and "LOGOUT" buttons.

The main content area has a light blue background and includes:

- A "HAZARDS" section with a green upward-trending line icon.
- A white card with a blue circular icon containing a white 'D' and the text: "SELF-ASSESSMENT DISPLAY SCREEN EQUIPMENT (DSE) WORKSTATION CHECKLIST".

A dark blue footer at the bottom contains the text: "Copyright © 2020 SHEQPORTAL".

4. Please click on the () icon to start the assessment.

SELF-ASSESSMENT DISPLAY SCREEN EQUIPMENT (DSE) WORKSTATION CHECKLIST

This checklist is intended for all users of DSE workstation furniture and equipment. It is part of your DSE workstation risk assessment. The form is to be completed by you at the workstation you normally or most frequently use. A follow up assessment by a DSE assessor will be provided. If you have any questions or comments, please contact the health and safety manager.

Name of DSE User:

Area:


DSE usage / day: Up to 1 hour Between 1 & 5 Hours Over 5 Hours

Are you a Contractor? Yes No

Your name will appear automatically.

For the Area enter the Department you work for.

If you are a Contractor select YES, if you are an employee select No.

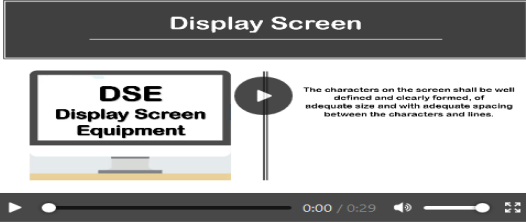
There is a SAVE button () after each of the sections. You only need to SAVE the assessment once, but it is good practice to save as you go to prevent any data loss (internet connection drops or time out etc.).

The assessment is structured into different sections such as keyboard, chairs, screen etc.

MONITOR AND SCREEN

[HELP](#)

Display Screen



1. Is the image stable and flicker free? Yes No N/A

2. Is the information on the screen large enough, clear and easy to read? Yes No N/A

3. Can you adjust the brightness and contrast to suit your needs? Yes No N/A

4. Is the screen clean? Yes No N/A


5. Does the monitor swivel from side to side and tilt up and down adequately to meet your needs? Yes No N/A

6. Can you position the monitor at a comfortable viewing distance? (Approximately arm's length away) Yes No N/A

7. When seated at a comfortable keying height is the top of the monitor approximately at eye level? Yes No N/A

8. Is the screen free from glare and/or reflections? Yes No N/A

9. Is the text difficult to read? Yes No N/A

There is a **HELP** button () for each section -please click on the button and read the information provided.

In some sections there is a video help file. Click the **PLAY** button () and use the () button to view the video in full screen mode or to stop full screen mode.

Please select the relevant answer to each question. You must answer all questions.

- The users are also provided with a feature to upload an image of their setup to help the consultant understand the actual set up in more detail. Please follow the guidelines shown for the picture. It is important to have one photo of the employee adopting normal posture at the workstation. It is also important not to include superfluous information or any personal information such as children, other adults, personal photos, or artefacts.

UPLOAD MEDIA FOR CONSULTANT REVIEW*

No file chosen

Please see Photo Guidelines >

(Please Upload the file less than **20 mb** and only **JPEG** File)



Delete



6. It is possible to add some comments on the form in the Comment box near the bottom.

Do you require follow up action? No Yes

Are you suffering from any pain or discomfort? No Yes

Has this questionnaire covered all of the health and safety related issues you wish to raise concerning the use of your workstation or workplace? Yes N/A No

Thank you for completing the Self-Assessment form. Please leave any comments you may have below.

Comments 

7. A risk assessment matrix is shown on the assessment form. This is to gauge the level of discomfort or pain that an employee may be experiencing. If you do suffer from any pain or discomfort, or you are pregnant you must select HIGH risk from the dropdown menu. If you do not feel you have any challenges, then select low risk as appropriate. Intermediate risk can be used if you have some concerns but are not suffering pain or discomfort.

RISK ASSESMENT:

1 is a HIGH risk

2 is a MEDIUM risk

3 is a LOW risk

	SEVERITY		
	Significant(S)	Major (M)	Negligible(N)
High(H)	1	1	2
Intermediate(I)	1	2	3
Low(L)	2	3	3

IF YOU ARE SUFFERING FROM PAIN AND/OR DISCOMFORT PLEASE SELECT HIGH RISK AS AN ANSWER.

Overall risk from Self-Assessment Display Screen Equipment (DSE) Workstation Checklist is:

CONTROLS NOT IN PLACE BUT REQUIRED (TO BE FILLED BY THE CONSULTANT)

Action Required	Responsible Person	Due Date

I understand the hazards associated with Display Screen Equipment and will ensure that controls are in place to reduce or eliminate the risk

Date: 03-07-2020 Signature: Dan Gallagher

NOTE: The **Actions Required** section will be completed by the consultant as part of the DSE assessment review.

8. To finish the assessment, please hit the SUBMIT button.

After the SUBMIT button has been selected, the following screen will appear, and the actual date and time will match that of the assessment will be shown. If you update the assessment and save it the assessment date and time will be updated accordingly.

The screenshot shows a web interface for 'HAZARDS'. On the left, there is a green checkmark icon and a box containing the text: 'SELF-ASSESSMENT DISPLAY SCREEN EQUIPMENT (DSE) WORKSTATION CHECKLIST' and 'Submitted On: 2020-08-21 16:04:38'. On the right, there is a section titled 'SEND PDF TO THE GIVEN MAIL ID' with a light blue input field. Below the input field, a message states: 'You can not send report because consultant review is pending.'

The assessment has now been submitted and an appointment will need to be scheduled with an ergonomist to review the assessment online. It is not possible to either download the PDF or send the assessment by email at this time (these options will be available only after the Ergonomist has reviewed the consultation with the employee).



Part B Scheduling An Appointment with the Ergonomist

9. After the SUBMIT button has been selected a copy of the DSE assessment completed by each employee will be received by the SHEQ Support Team.
10. An invitation will be sent to each employee by email as soon as possible in order to book an appointment with the consultant in a one-on-one ZOOM session.

Dear Dan Gallagher,

Thank you for submitting your online DSE assessment. Please click on below link to make consultant review booking with the consultant.

https://www.getmeonsite.com/gmes diary_booking/book.php?id=MTM08&u_id=MTM08

Thank You,
SHEQPORTAL

11. Please click on the link in the email and select the preferred time.


Note 1: the time slots are 20 minutes in duration. Each time slot will have a number appearing to show how many slots are available (e.g., if 3 appears then there are 3 consultant time slots available). If there are none then the slot is not available to book. You will be asked to confirm the booking.

The screenshot displays the 'SCHEDULE MEETINGS' page on the SHEQ Portal. At the top, there is a navigation bar with 'Have any questions?' and 'info@sheq.ie'. A modal dialog box is open, asking 'Are you sure you want to Book this time slot?' with 'OK' and 'Cancel' buttons. The main content area shows a calendar for 'JUN 22 - 26, 2020'. The calendar has columns for 'Mon 6/22', 'Tue 6/23', 'Wed 6/24', 'Thu 6/25', and 'Fri 6/26'. The time slots are listed on the left, from 9am to 1:20pm in 20-minute increments. The availability counts for each time slot are as follows:

Time Slot	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26
9am			1	1	1
9:20am			1	1	1
9:40am			1	1	1
10am			1	1	1
10:20am			1	1	1
10:40am			1	1	1
11am			1	1	1
11:20am			1	1	1
11:40am			1	1	1
12pm			1	1	1
12:20pm			1	1	1
12:40pm			1	1	1
1pm			1	1	1
1:20pm			1	1	1

Note 2: Please book the next time slot available if possible. The diary will change colour and you will see the time you have booked marked in YELLOW.

Have any questions? info@sheq.ie +353 21 4536034

 HOME

SCHEDULE MEETINGS

JUN 22 – 26, 2020 < > today

	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26
9am					
9:20am					
9:40am			Booked		
10am					
10:20am					
10:40am					
11am					
11:20am					
11:40am					
12pm					
12:20pm					
12:40pm					
1pm					
1:20pm					

Note 3: It is possible to change the booking at any time up to 48 hours before the booking just by clicking on the time book and reselecting a new time.

Note 4: You will receive an email confirmation that your booking was successful.

From: contact@sheqportal.ie <contact@sheqportal.ie>
Sent: Saturday 4 July 2020 12:04
To: Dan Gallagher <dan@ehasoft.com>
Subject: Booking Successfully Confirmed

Here are the Booking Details for your DSE Consultation. Please note them carefully and be ready for the call.

UserName: [REDACTED]
Start Time: 2020-07-06 10:00:00
End Time: 2020-07-06 10:20:00
Email: dan@ehasoft.com
Consultant Name: Anthony Rodgers
Consultant Mail Id: anthony@sheq.ie
Platform: ZOOM/Teams Meetings
Meeting ID: <https://us02web.zoom.us/j/787688888888>
Meeting Password: 7[REDACTED]

This will contact the booking details, the name of the consultant and also a link to their ZOOM call. When you click on the ZOOM link you will be put in a 'Waiting Room' until the consultant 'Admits' you and the consultant will start.

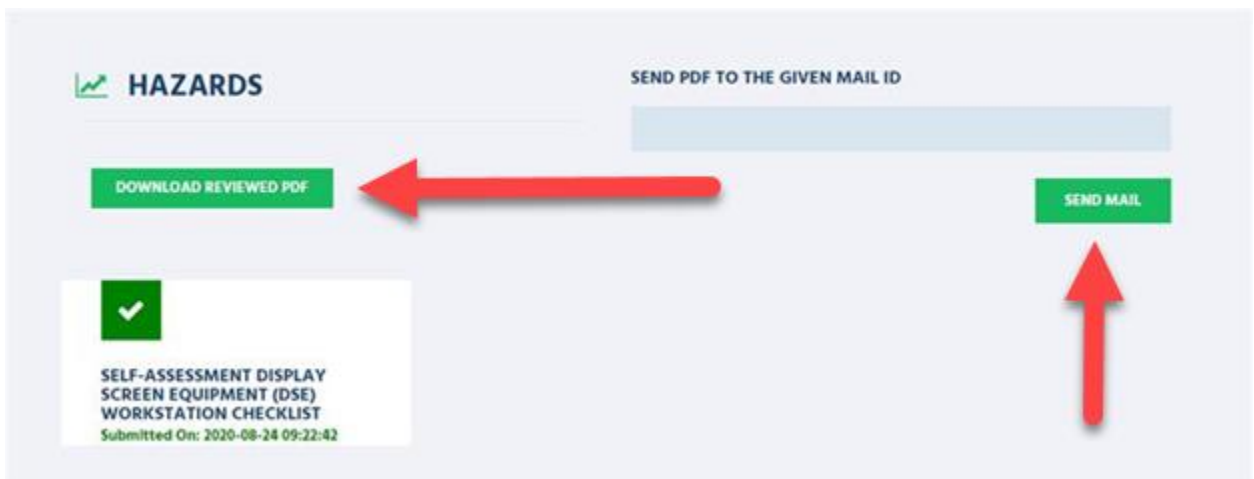
Note 5: The consultation will last up to 20 minutes, so it is important that you have completed all the necessary information on the assessment form, including the photo of the workstation. The consultant will review this completed assessment with you, and they will make suggestions as appropriate in terms of any changes that might be necessary.

Note 6: If the consultation goes over 20 minutes this may create a delay for the next person waiting for their consultation.

Note 7: The consultant will, if required, complete the Actions Required using the list of approved equipment for purchasing issued by the client company. Items that may be useful but not covered as part of the client company's program may be added to the Comments section.

Note 8: The consultant will add the name of your manager in the Responsible Person section, which you will need to provide.

Note 9: Once approved by the ergonomist, the Ergo assessment report is available to share. Employees need to log into the SHEQ portal and forward to their Line Manager as follows:



To send a copy there are 2 options: a) use the SEND EMAIL option within the DSE tool OR send a copy of the PDF you downloaded separately (DOWNLOAD REVIEWED PDF) by email using Outlook etc.

Note 10: On Approval of the above Line Manager raises requisition to purchase any items of IT equipment / furniture if identified in report through Approved Suppliers.

OR

Line Manager contacts Office Administrator/IT Specialist to order the IT Equipment or Furniture through Approved suppliers

Note 11: IT equipment / furniture must then be set up/installed by employee.

Note 12: If there are any areas of concern a follow up consultation can be booked at a later date. To do this you can log on to your DSE Portal account by going on to the following website <https://getmeonsite.com/sp-dse>. Once you login into your DSE account you will see the following screen and a button for 'Follow up Meeting'. This button will only be visible after you have completed your initial consultation with the ergonomist.



HAZARDS

SEND PDF TO THE GIVEN MAIL ID

DOWNLOAD REVIEWED PDF

SEND MAIL

Booking Slot - 10 Dec 2020 09:00:00

FOLLOWUP MEETING

✓

**SELF-ASSESSMENT DISPLAY
SCREEN EQUIPMENT (DSE)
WORKSTATION CHECKLIST**
Submitted On: 2020-12-08 10:19:18

Upon clicking this button, a pop up will appear on your screen:

getmeonsite.com says

This option will cancel any existing bookings on the system. If you have already completed the first consultation and are now ready to book a follow up meeting then please proceed. Do you want to proceed?

OK Cancel

If 'OK' is selected, all previously booked meetings will be cancelled from your diary and you will be redirected to the booking calendar. Select a new time as appropriate.

DEC 7 – 11, 2020

< > today

	Mon 12/7	Tue 12/8	Wed 12/9	Thu 12/10	Fri 12/11
9am		2	2	2	2
9:20am		2	2	2	2
9:40am		2	2	2	2
10am		2	2	2	2
10:20am		2	2	2	2
10:40am		2	2	2	2
11am		2	2	2	2
11:20am		2	2	2	2
11:40am		2	2	2	2
12pm		2	2	2	2
12:20pm		2	2	2	2
12:40pm		2	2	2	2
1pm		2	2	2	2
1:20pm		2	2	2	2
1:40pm		2	2	2	2
2pm		2	2	2	2
2:20pm		2	2	2	2
2:40pm		2	2	2	2
3pm		2	2	2	2
3:20pm		2	2	2	2
3:40pm		2	2	2	2
4pm		2	2	2	2
4:20pm		2	2	2	2
4:40pm		2	2	2	2