Johnson&Johnson

Display Screen Equipment (DSE)

Procedure – Self-Assessment

DSE - Procedure - Self-Assessment (J&J) v1.0

Document Title	DSE - Procedure - Self-Assessment (J&J) v1.0
Version	1.0
Status	Final
Author	Vikas Kumar
Issue Date	01 November 2026
Company	EHA Soft Solutions Limited
Product	mai™

Johnson&Johnson

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 use a registration link to complete an online DSE self-assessment, which covers your workstation setup (such as your chair, keyboard and mouse, screen and desk) and a short wellbeing check. Each section includes guide documents and videos to give you background on using the equipment properly and avoiding injury. The second part is a consultation with an Ergonomist, who will review your assessment with you and, if required, add actions such as changes to your setup or new equipment.

The assessment is completed online in the mai™ V5 Client Portal, using a web browser.

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.

The process is as follows:

- Register using the link for your site.
- Start the assessment, complete it and submit it.
- Book a slot with the Ergonomist. You will receive an email with the Zoom meeting link.
- Join the Zoom session with the Ergonomist at the booked time.
- If all is in order, the Ergonomist completes the assessment. The Ergonomist can also add actions for you.
- Download your report using the Print option.

Always use your registration link (Step 1) to access the system.

This procedure applies to the 14 J&J sites listed in Step 1.

Part A – Completing the Assessment

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

Site – Contact	Click to Register
J&J Innovative Medicine – Darragh Duggan	Register
Janssen Pharmaceutical Sciences Little Island – Paul A O'Sullivan	Register
Visioncare – Mary Dwane	Register
J&J One Limerick Offices (EDC) – Anne Irwin	Register
J&J One Limerick Offices (J&J Surgical Vision) – Anne Irwin	Register
J&J One Limerick Offices (Hosted) – Anne Irwin	Register
J&J One Dublin Offices (Medical Device) – Anne Irwin	Register
J&J One Dublin Offices (Consumer) – Anne Irwin	Register
J&J One Dublin Offices (Janssen) – Anne Irwin	Register
J&J Vision Liffey Valley – Anne Irwin	Register
AMO Westport – Anne Irwin	Register
ATC Limerick UL Campus – Anne Irwin	Register
Cerenovus Galway – Anne Irwin	Register
Trinity 3D Centre – Daniel O'Donovan	Register

NOTE: Use this same link whenever you need to access the system again, for example to continue your assessment, book your appointment or download your report.

2. The registration form will appear.

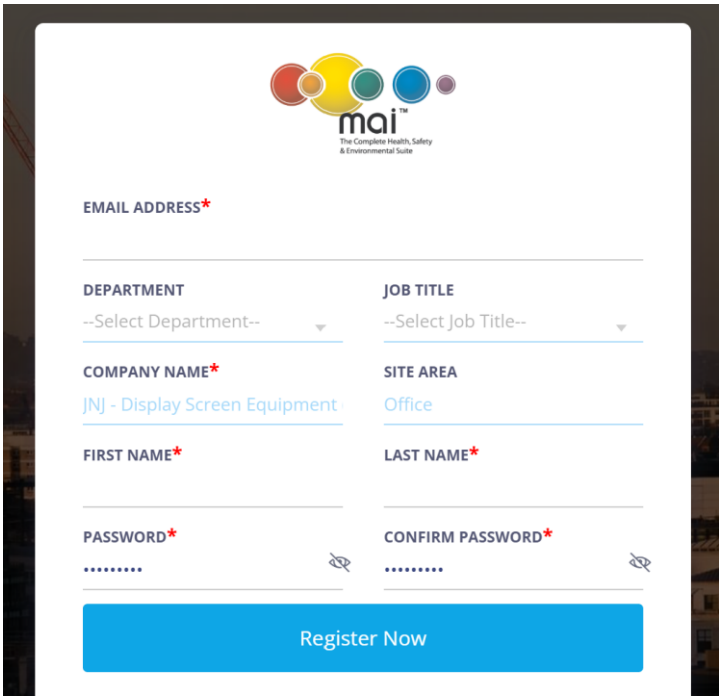


Figure 1 – Registration form

Please enter:

- your email address
- your department and job title (optional; select from the lists)
- your first name and last name
- a password, and the same password again to confirm it
- The Company Name (JNJ - Display Screen Equipment) and Site Area (Office) are filled in automatically.

Fields marked * are required. Click Register Now.

3. After registration is completed, the DSE home page will appear.

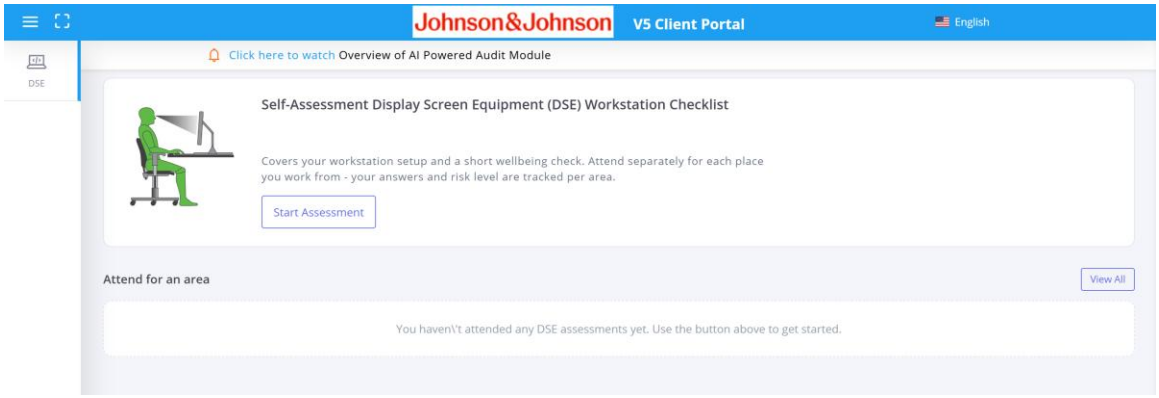


Figure 2 – DSE home page

The Self-Assessment Display Screen Equipment (DSE) Workstation Checklist covers your workstation setup and a short wellbeing check. Complete it separately for each place you work from. Your assessments are listed under Attend for an area (click View All to see them all).

Click Start Assessment.

4. The Attend Assessment window will appear.

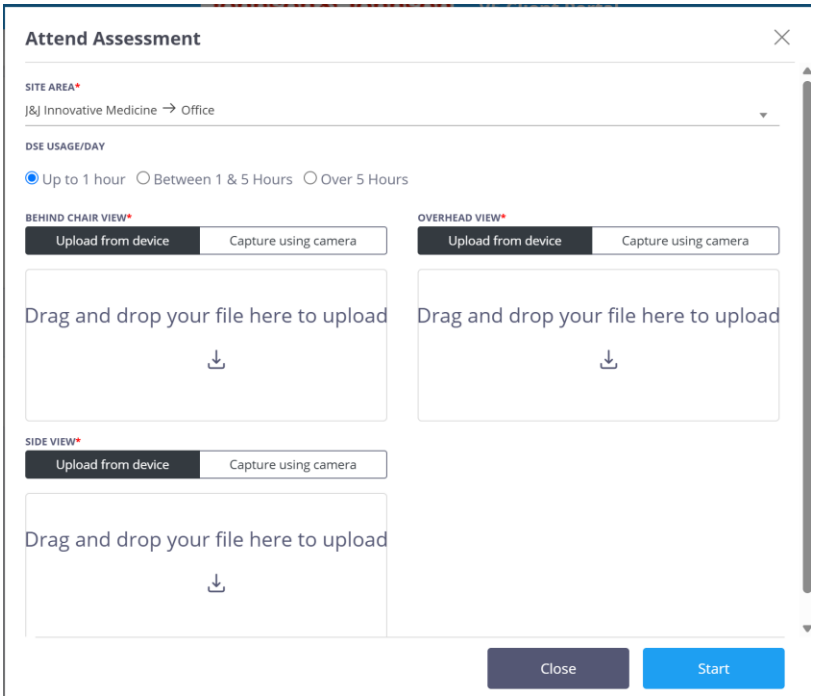


Figure 3 – Attend Assessment window

- Select the Site Area.
- Select your DSE Usage/Day: Up to 1 hour, Between 1 & 5 Hours, or Over 5 Hours.
- Add the three required photos of your workstation: Behind Chair View, Overhead View and Side View. For each photo, choose Upload from device or Capture using camera.
- Click Start.

Your photos help the Ergonomist understand your actual setup. They should show your normal working posture at the workstation. Do not include superfluous information or any personal information such as children, other adults, personal photos or artefacts.

5. The assessment checklist will open.

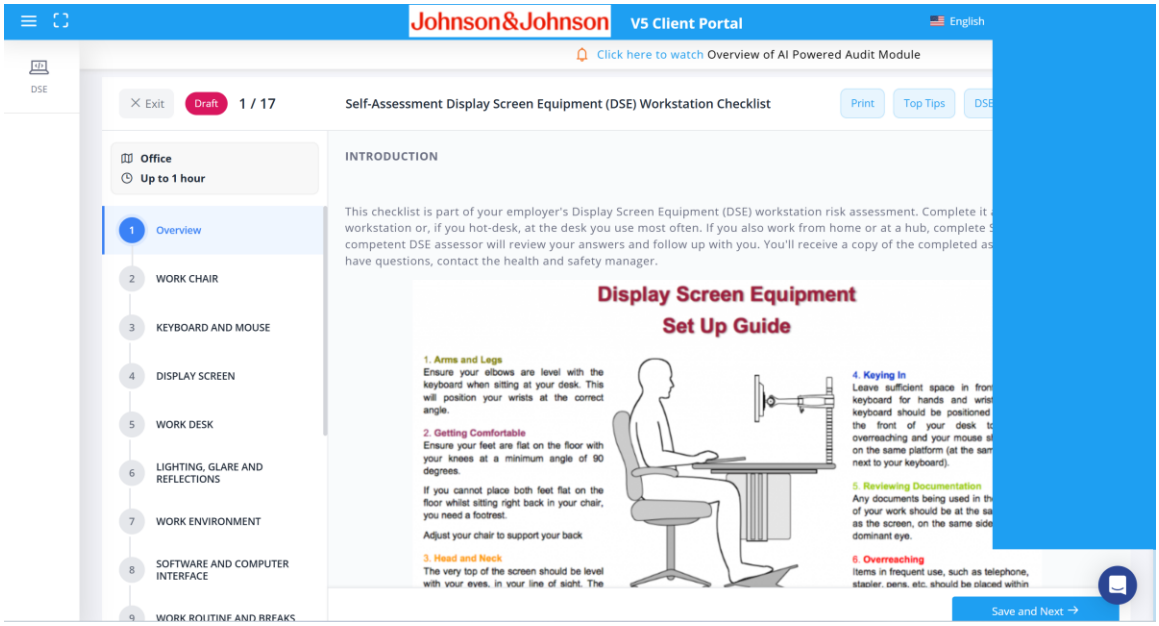


Figure 4 – Assessment checklist

The checklist is structured into 17 sections, shown with a step counter (for example 1/17). The panel on the left shows the Site Area and DSE usage you selected. The buttons at the top include Exit, Print, Top Tips, DSE Photos and Email; the Draft badge shows that the assessment has not yet been submitted.

1. Overview	10. Information and Training
2. Work Chair	11. Eyes and Eyesight
3. Keyboard and Mouse	12. Health and Individual Needs
4. Display Screen	13. Remote and Home Working
5. Work Desk	14. Additional Details
6. Lighting, Glare and Reflections	15. Attachments
7. Work Environment	16. Actions
8. Software and Computer Interface	17. Assessment Submission
9. Work Routine and Breaks	

The Overview section gives an introduction and a DSE Set Up Guide. Click Save and Next → to move to the next section.

6. Complete each section.

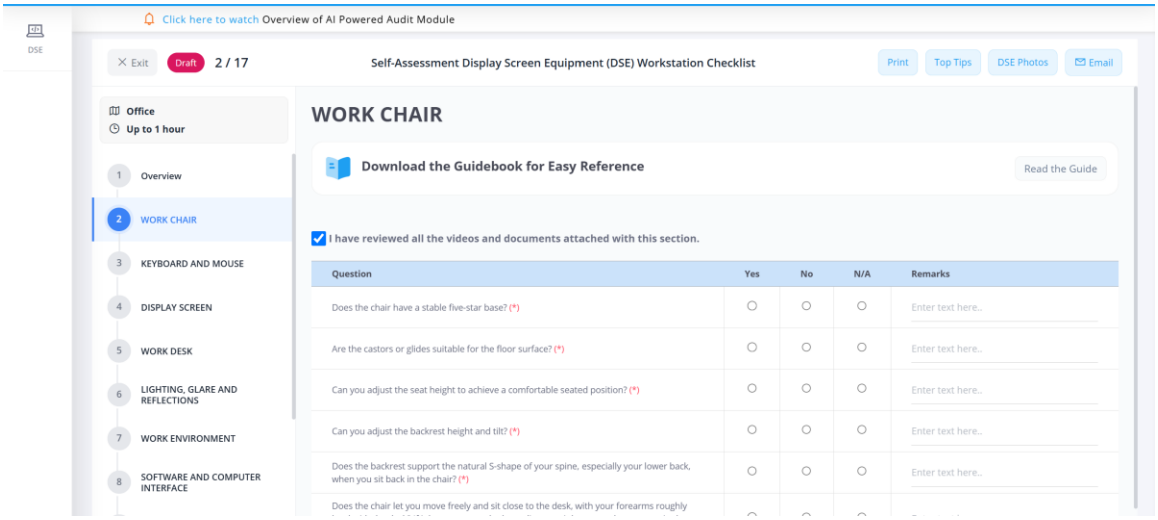


Figure 5 – Section guide and questions

- Download the guidebook for the section (Read the Guide opens it in the Document Viewer) and watch any videos provided.
- Tick I have reviewed all the videos and documents attached with this section. The questions appear once this box is ticked.
- Answer each question Yes, No or N/A, and add Remarks where useful. Questions marked * are required. You must answer all required questions.
- Click Save and Next → to save the section and continue.

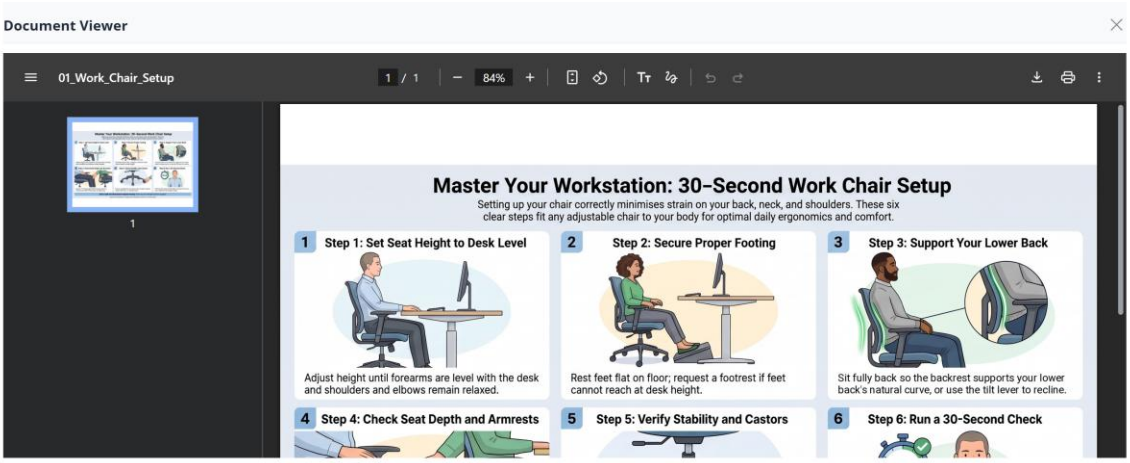


Figure 6 – Document Viewer

7. **Sections 14 to 16.**

- Section 14 (Additional Details) and Section 15 (Attachments): use these sections to add any further comments or files that will help the Ergonomist understand your setup.

- Section 16 (Actions): actions are added by the Ergonomist as part of the review. You do not need to complete this section.

8. **Resuming an unfinished assessment.** If you exit before submitting, your assessment is saved as a draft. Use your registration link to access the system, then resume it in one of these ways:

   - On the DSE home page (dashboard), the Assessment in Progress banner shows Pick up where you left off. Click Resume on the banner.
   - Under Attend for an area, the area is marked In Progress with the date you started. Click Resume next to it.
   - In the DSE Submissions list, open the Actions menu for the assessment and select Edit.

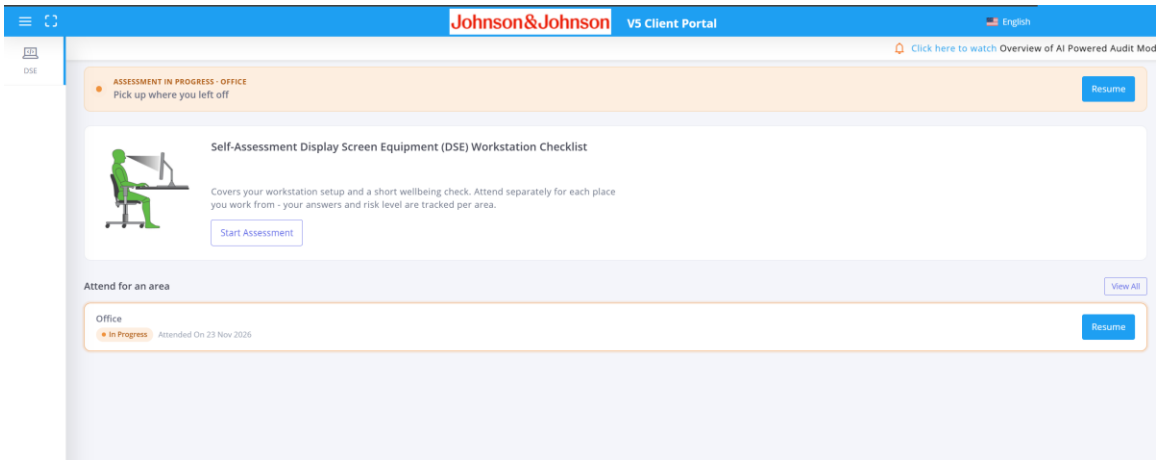


Figure 7 – Resuming a draft assessment

9. To finish the assessment, go to Section 17 (Assessment Submission).

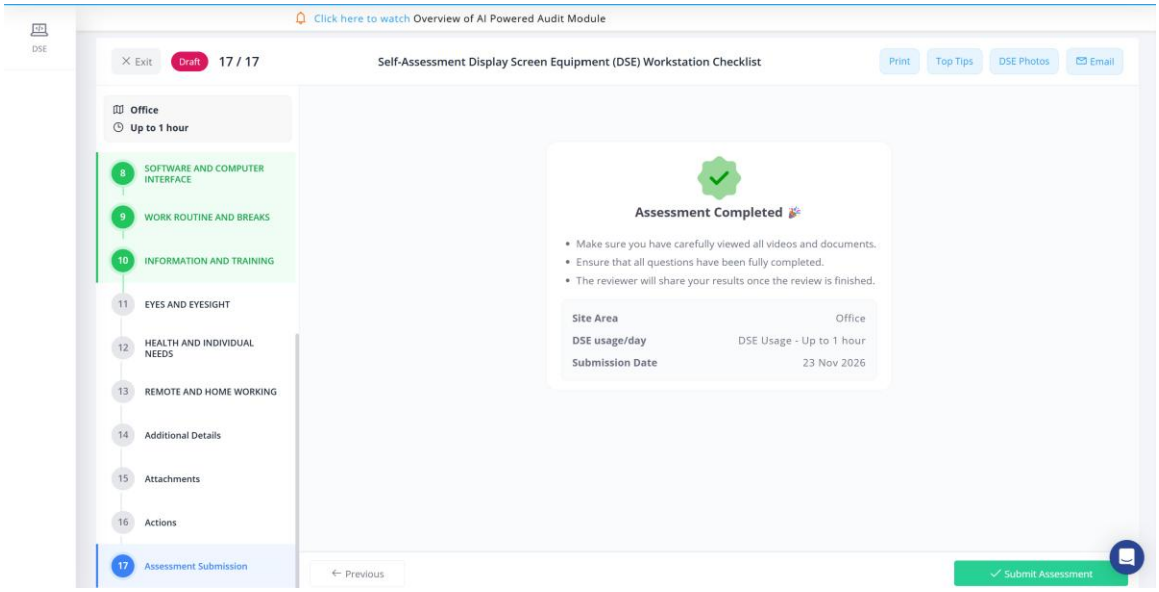


Figure 8 – Assessment Submission

Check that you have viewed all videos and documents and answered all questions. Review the summary (Site Area, DSE usage/day and Submission Date), then click Submit Assessment. Click Previous if you need to go back and change an answer.

The assessment has now been submitted, and an appointment needs to be booked with the Ergonomist to review it online. The reviewer will share your results once the review is finished.

Part B – Scheduling an Appointment with the Ergonomist

10. After submitting, your assessment appears in the DSE Submissions list with the status Submitted.

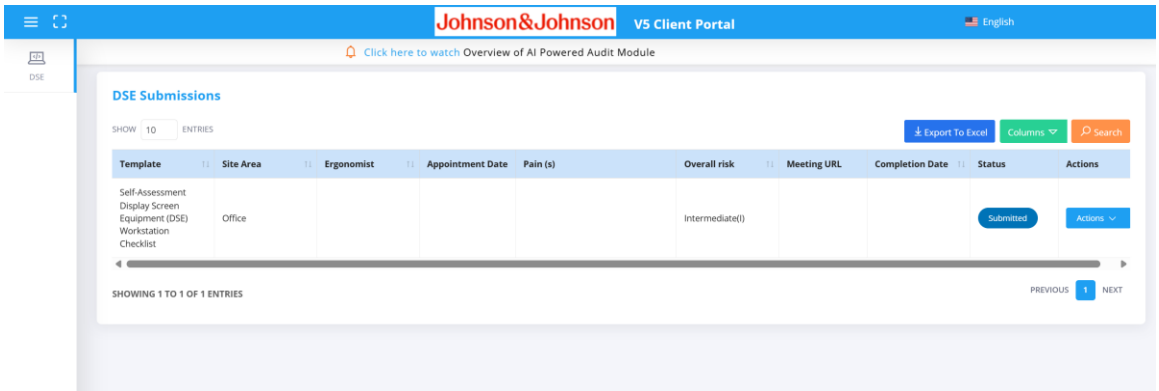


Figure 9 – DSE Submissions list

The list shows the Template, Site Area, Ergonomist, Appointment Date, Pain(s), Overall risk, Meeting URL, Completion Date, Status and Actions. You can also use Export To Excel, Columns and Search. Open the Actions menu for your assessment (Edit, View, Actions, Book Appointment, Print) and select Book Appointment.

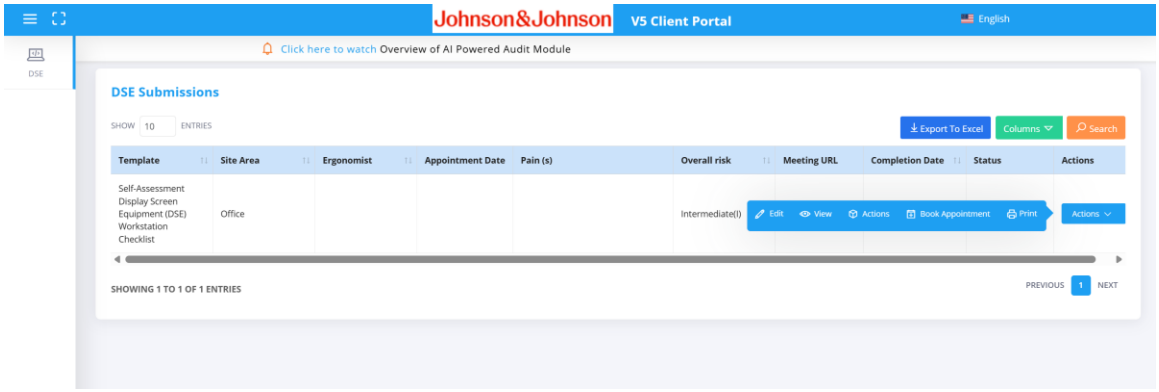


Figure 10 – Actions menu

11. Select your preferred time in the booking calendar.

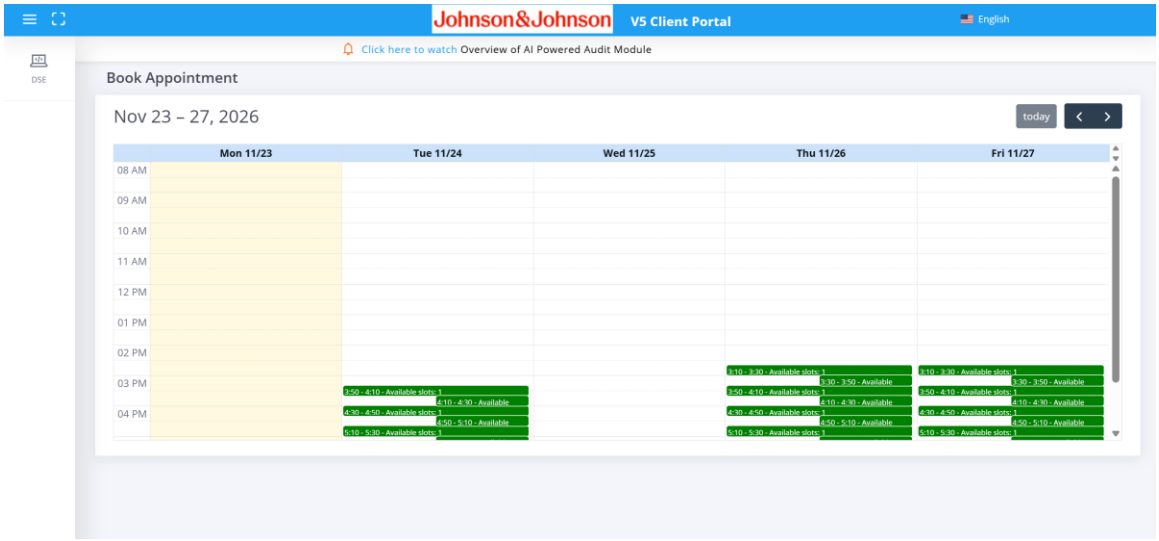


Figure 11 – Book Appointment calendar

- Use Today and the arrows to move between weeks.
- Available slots are shown in green. Each slot is 20 minutes and shows how many are available (for example, Available slots: 1).

- Click a slot. A note confirms the date and time you are about to book. Select the Ergonomist from the Select Ergonomist list and confirm the booking.

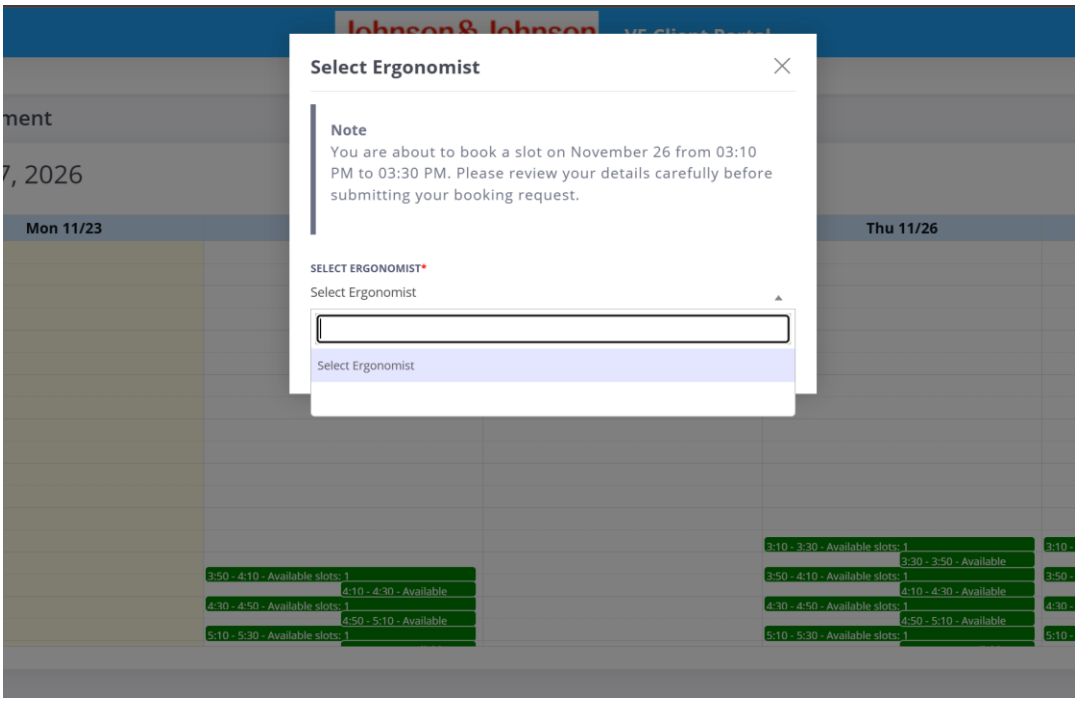


Figure 12 – Select Ergonomist

Note: Please book the next available slot if possible.

12. After booking, the assessment row shows the Ergonomist, the Appointment Date and time (for example 26 Nov 2026, 03:10 PM - 03:30 PM), a Join Zoom meeting link, and the status Booked.

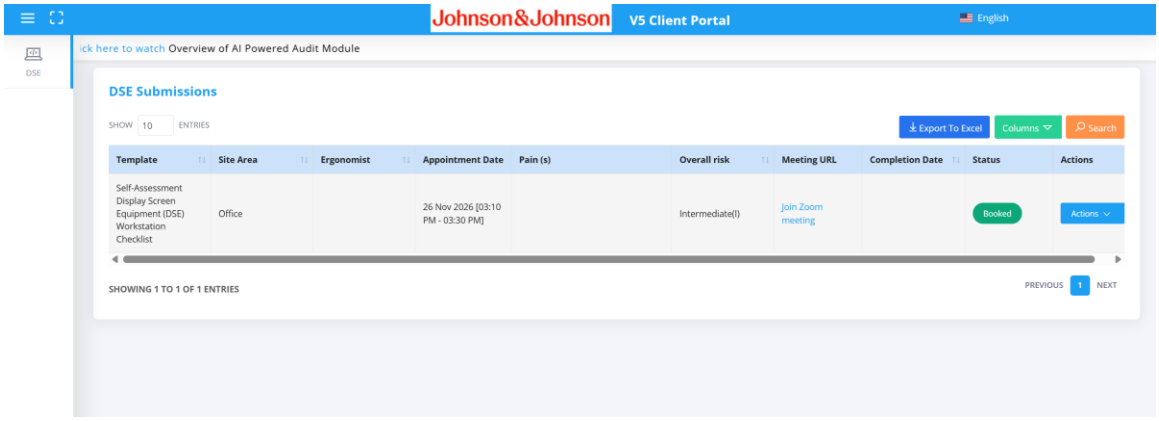
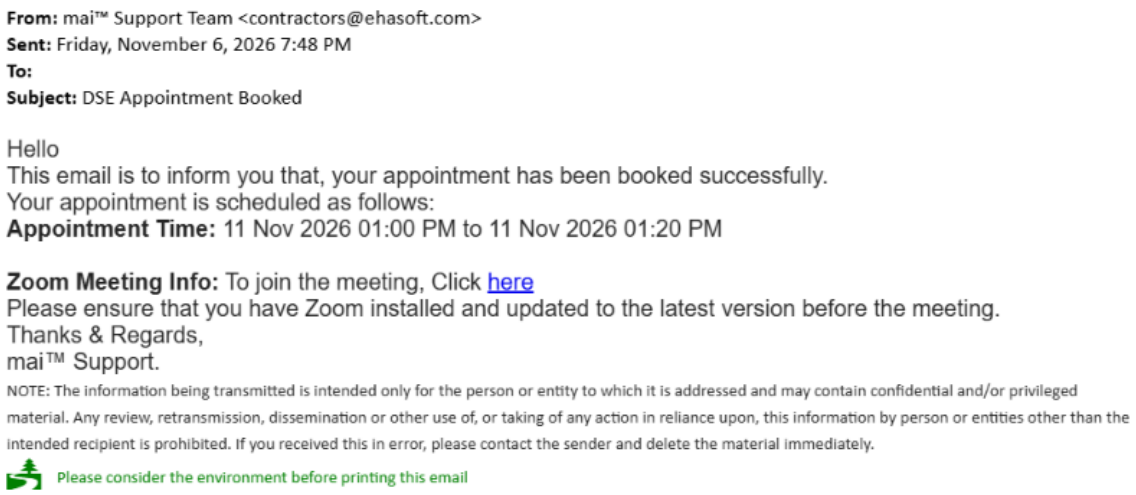


Figure 13 – Booked appointment in the DSE Submissions list

13. You will receive an email confirming your booking, from the mai™ Support Team with the subject DSE Appointment Booked.



From: mai™ Support Team <contractors@ehasoft.com>
Sent: Friday, November 6, 2026 7:48 PM
To:
Subject: DSE Appointment Booked

Hello
This email is to inform you that, your appointment has been booked successfully.
Your appointment is scheduled as follows:
Appointment Time: 11 Nov 2026 01:00 PM to 11 Nov 2026 01:20 PM

Zoom Meeting Info: To join the meeting, Click here
Please ensure that you have Zoom installed and updated to the latest version before the meeting.
Thanks & Regards,
mai™ Support.

NOTE: The information being transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by person or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the material immediately.

Please consider the environment before printing this email

Figure 14 – Booking confirmation email

The email shows the Appointment Time and the Zoom meeting information. To join the meeting, click the link in the email. Please ensure that you have Zoom installed and updated to the latest version before the meeting.

14. **Cancelling an appointment.** Either you or the Ergonomist can cancel a booked appointment. Once your appointment is booked, the Actions menu in the DSE Submissions list shows View Appointment.



Figure 15 – View Appointment option

Select View Appointment to open the booking calendar, where your slot is shown as Booked. Click the booked slot to open Review Booking, which shows the Ergonomist and the start and end date and time. Click Cancel Booking to cancel the appointment, or Close to keep it.

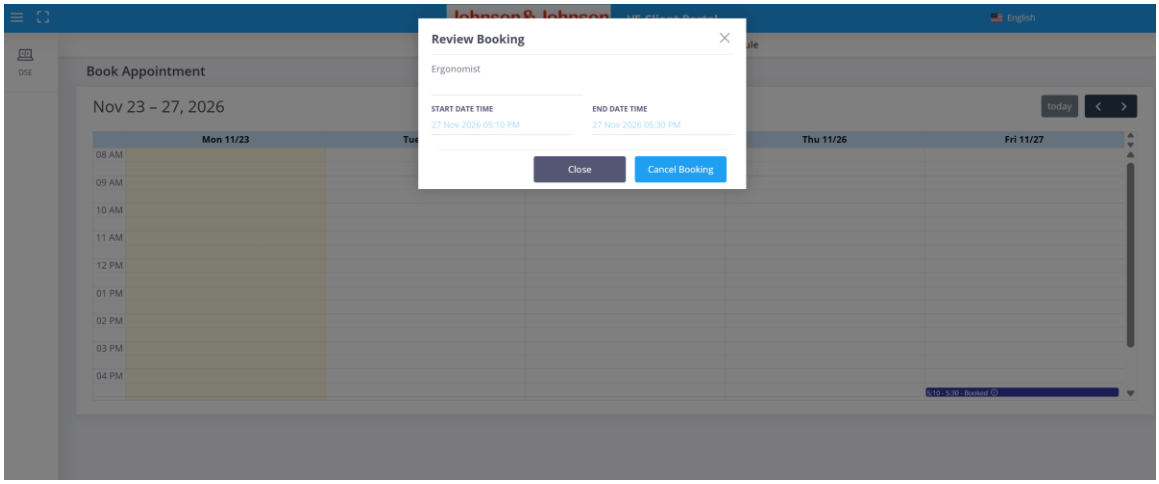


Figure 16 – Cancelling an appointment

If your appointment is cancelled, book a new slot using Book Appointment in the Actions menu, as in Step 11.

15. **Joining the consultation.** At the booked time, join the Zoom session using the link in the confirmation email or Join Zoom meeting in the DSE Submissions list. You may be placed in a waiting room until the Ergonomist admits you.

    The consultation will last up to 20 minutes, so it is important that you have completed all the necessary information on the assessment, including the photos of your workstation. The Ergonomist will review the completed assessment with you and make suggestions as appropriate. If the consultation goes over 20 minutes, this may create a delay for the next person.

16. **Completion.** If all is in order, the Ergonomist completes the assessment and its status changes to Completed.
17. **Downloading your report.** Use the Print option to download your report. Print is available in the Actions menu of the DSE Submissions list and in the assessment detail view.
18. **Viewing your actions.** The Ergonomist can add actions for you. To view them, select Actions in the Actions menu of the DSE Submissions list, or open Section 16 (Actions) of the assessment.

Notes

Note 1: The Ergonomist will, if required, add the actions required using the list of approved equipment for purchasing issued by Johnson & Johnson. Items that may be useful but are not covered as part of the Johnson & Johnson programme may be added as comments.

Note 2: The Ergonomist will add the name of your manager as the Responsible Person, which you will need to provide.

Note 3: Once the assessment is completed by the Ergonomist, the report is available to share. Download it using Print (Step 17) and send the PDF to your Line Manager by email.

Note 4: On approval, the Line Manager raises a requisition to purchase any items of IT equipment or furniture identified in the report through Approved Suppliers, OR the Line Manager contacts the Office Administrator or IT Specialist to order the IT equipment or furniture through Approved Suppliers.

Note 5: IT equipment and furniture must then be set up or installed by the employee.

Note 6: If a follow-up consultation is needed, the Ergonomist will arrange it with you.