

# DSE Assessment Tool: A guide for Administrators



# Display Screen Equipment (DSE) made simple...

DSE training and assessments vary from both business to business and individual to individual. And it's up to the employer or responsible person to provide training and assessments at regular intervals that they deem appropriate, based on the workplace/environment.

For most workplaces, we recommend that training and assessments are conducted on an annual basis, but there are a variety of situations where they may have to be conducted earlier, including:

- ✓ If a DSE user complains about pain or discomfort
- ✓ A new starter will require training and assessments when beginning work
- ✓ A new workstation is set up
- ✓ An employee returns to work after an extended period
- ✓ If changes are made to an existing workstation

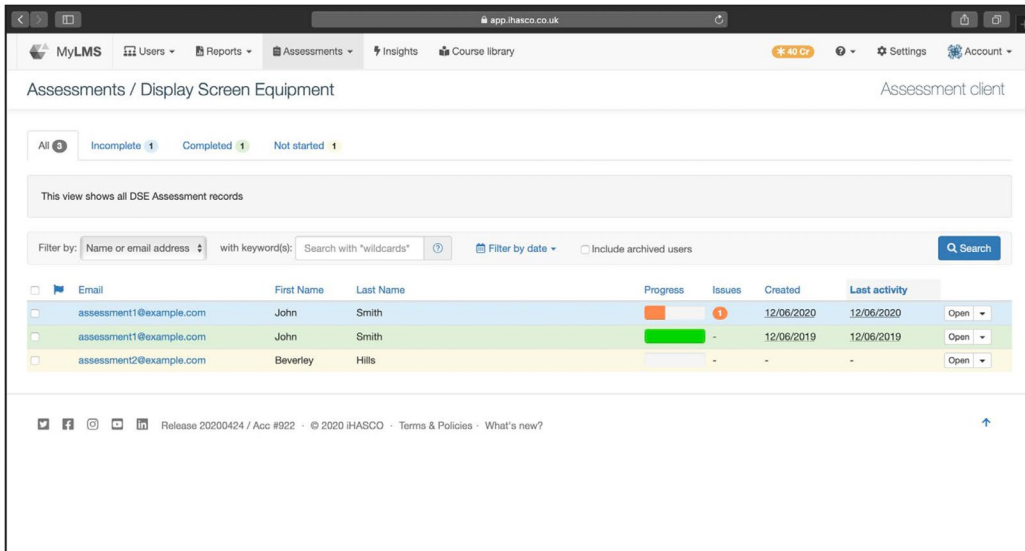
Here at iHasco, we offer an online DSE Assessment Tool, that is built into our **IOSH Approved DSE Training course**, that allows users to self-complete a DSE Assessment upon completion of the course.

Once the user has completed their assessment, the training administrator will receive a notification about any issues discovered, and can pull reports to help identify, prioritise, and resolve any issues.

## Advice for existing clients

The quickest way to gain access to the new DSE Assessment Tool is to get in touch with your designated Account Manager, who can make the switch for you on your account, completely free of charge!

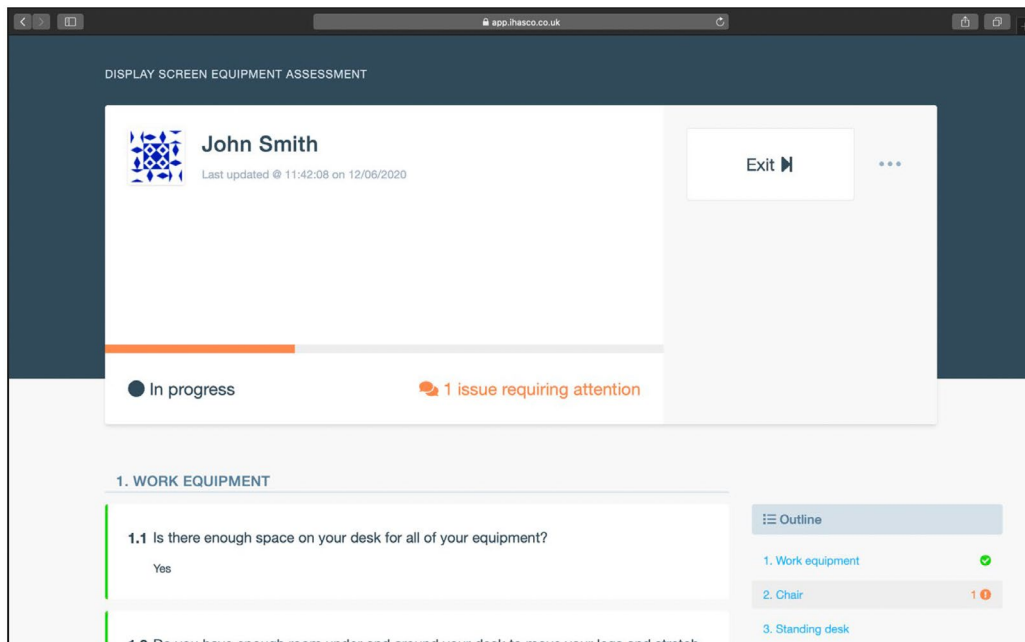
# DSE Assessment views for Training Administrators



The screenshot shows the 'Assessments / Display Screen Equipment' view in the LMS. The page includes a navigation bar with 'MyLMS', 'Users', 'Reports', 'Assessments', 'Insights', and 'Course library'. Below the navigation, there are filters for 'All', 'Incomplete 1', 'Completed 1', and 'Not started 1'. A search bar is present with the text 'Filter by: Name or email address' and 'with keyword(s): Search with "wildcards"'. The main content is a table with the following data:

Email	First Name	Last Name	Progress	Issues	Created	Last activity	
assessment1@example.com	John	Smith	<div style="width: 50%;"></div>	1	12/06/2020	12/06/2020	Open
assessment1@example.com	John	Smith	<div style="width: 100%;"></div>	-	12/06/2019	12/06/2019	Open
assessment2@example.com	Beverley	Hills	<div style="width: 0%;"></div>	-	-	-	Open

Training administrators will be able to see the results of DSE Assessments in the 'Assessment' Tab of their LMS. They are categorised as 'started', 'in progress' and 'completed'.



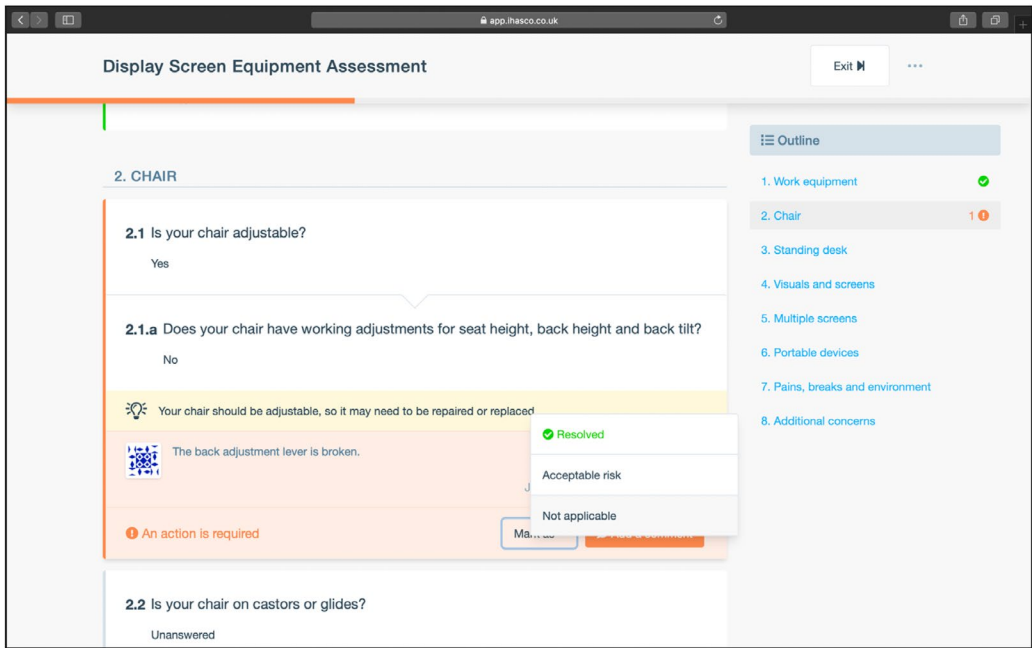
The screenshot shows the 'DISPLAY SCREEN EQUIPMENT ASSESSMENT' view for John Smith. The page includes a header with 'DISPLAY SCREEN EQUIPMENT ASSESSMENT' and a user profile for John Smith, last updated on 12/06/2020. The assessment status is 'In progress' with a progress bar. There is a notification for '1 issue requiring attention'. The assessment questions are listed below:

1. WORK EQUIPMENT
  - 1.1 Is there enough space on your desk for all of your equipment?  
Yes
  - 1.2 Do you have enough room under and around your desk to move your legs and stretch

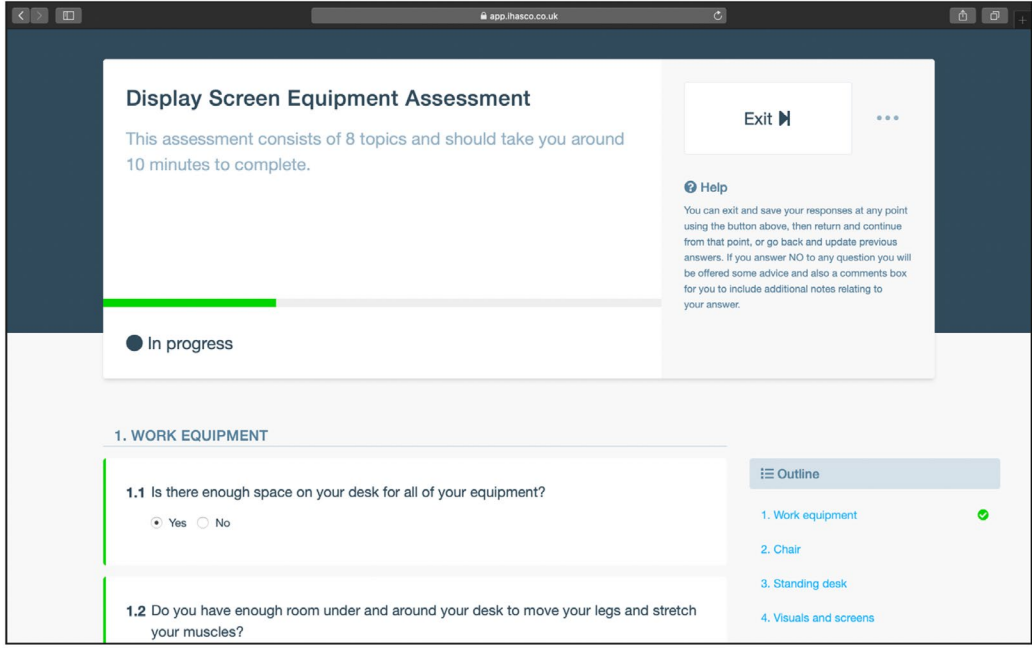
The assessment results are shown in a table on the right:

Section	Status
1. Work equipment	✓
2. Chair	1 ⚠
3. Standing desk	

Viewing an assessment as a Training Administrator. Issue's requiring your attention are flagged in orange.



Any issues flagged in an assessment can be marked as 'Resolved', 'Acceptable Risk' or 'Not Applicable'.



The start of a DSE Assessment.

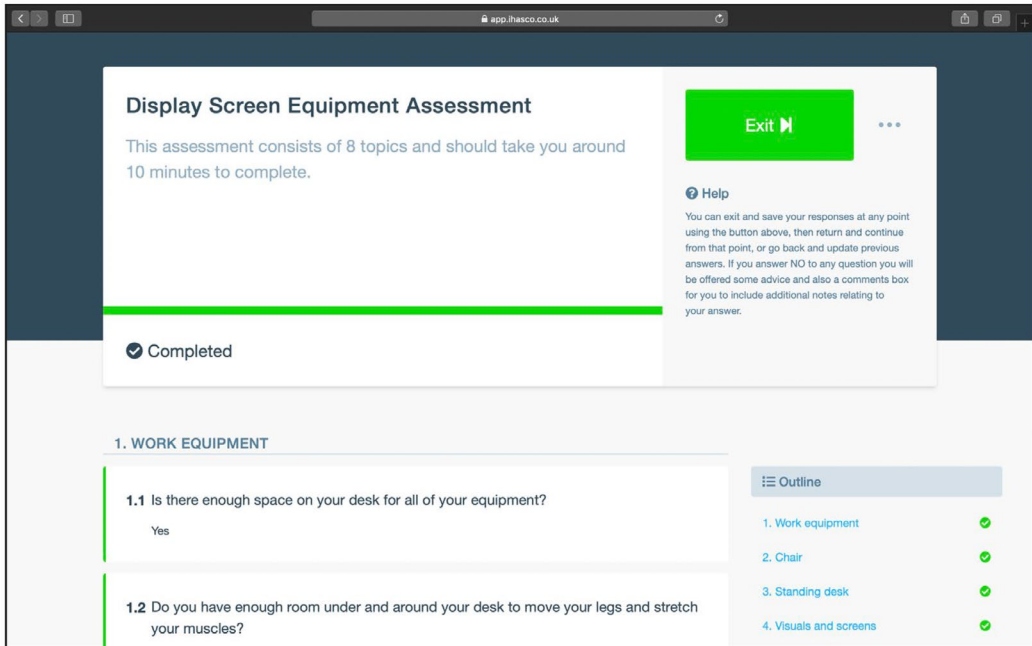
The screenshot shows the 'Display Screen Equipment Assessment' interface. The main content area displays question 6.2: 'Are you aware of your posture, and the position of your neck, when you use portable devices?' with radio buttons for 'Yes' (selected) and 'No'. Below it is question 6.3: 'Is a laptop or a tablet one of the portable devices you use?' with radio buttons for 'Yes' (selected) and 'No'. Underneath question 6.3 is question 6.3.a: 'Do you use a separate mouse and keyboard whilst using your laptop or tablet?' with radio buttons for 'Yes' and 'No' (selected). A yellow tip box with a lightbulb icon contains the text: 'Using a separate keyboard and mouse is the best way to maintain a good posture and to minimise the risk of developing musculoskeletal disorders. Try to do this as often as possible.' At the bottom of the question area are three buttons: 'Accept as resolved or comment' (with a question mark icon), 'Accept as resolved' (green), and 'Add a comment' (orange). On the right side, there is an 'Outline' panel with a list of assessment sections: 1. Work equipment (green check), 2. Chair (green check), 3. Standing desk (green check), 4. Visuals and screens (green check), 5. Multiple screens (green check), 6. Portable devices (1 red circle), 7. Pains, breaks and environment, and 8. Additional concerns.

Some questions will provide helpful tips to help employees resolve some of the issues they are having.

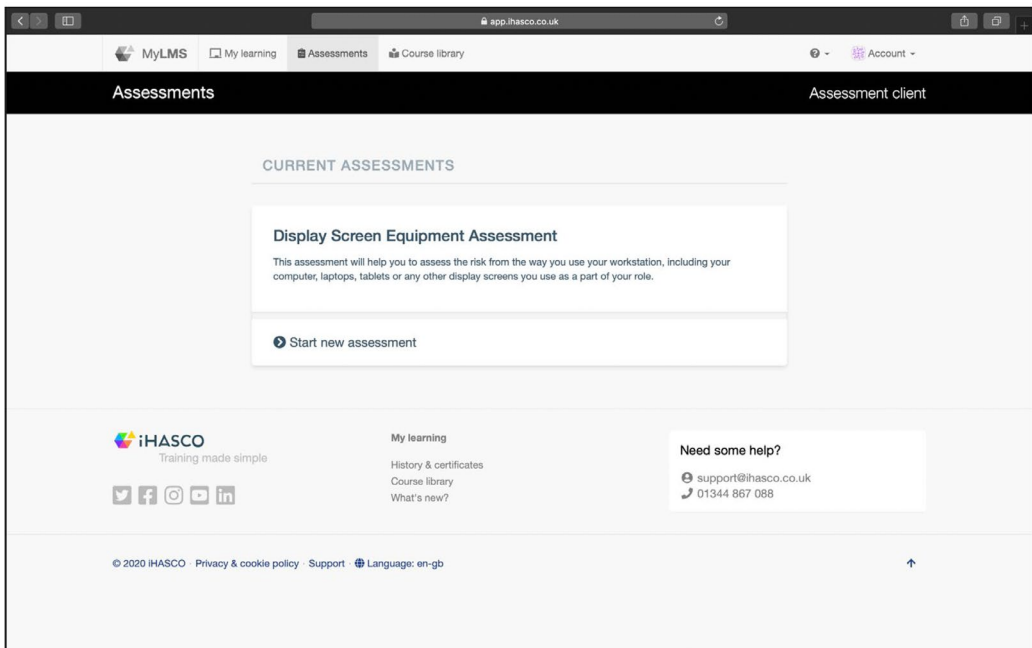
The screenshot shows the 'Display Screen Equipment Assessment' interface. The main content area displays question 2.1: 'Is your chair adjustable?' with radio buttons for 'Yes' (selected) and 'No'. Below it is question 2.1.a: 'Does your chair have working adjustments for seat height, back height and back tilt?' with radio buttons for 'Yes' and 'No' (selected). A yellow tip box with a lightbulb icon contains the text: 'Your chair should be adjustable, so it may need to be repaired or replaced.' Below the tip box is a comment box with a purple icon, containing the text: 'The back adjustment lever is broken.' and the user information: 'John Smith @ 11:23 on 12/06/2020'. At the bottom of the question area are two buttons: 'Accept as resolved' (green) and 'Add a comment' (orange). On the right side, there is an 'Outline' panel with a list of assessment sections: 1. Work equipment (green check), 2. Chair (green check), 3. Standing desk, 4. Visuals and screens, 5. Multiple screens, 6. Portable devices, 7. Pains, breaks and environment, and 8. Additional concerns.

If they feel like the tips will not help to resolve the issue, they can add a comment to tell the Administrator why the issue cannot be resolved using the advice.

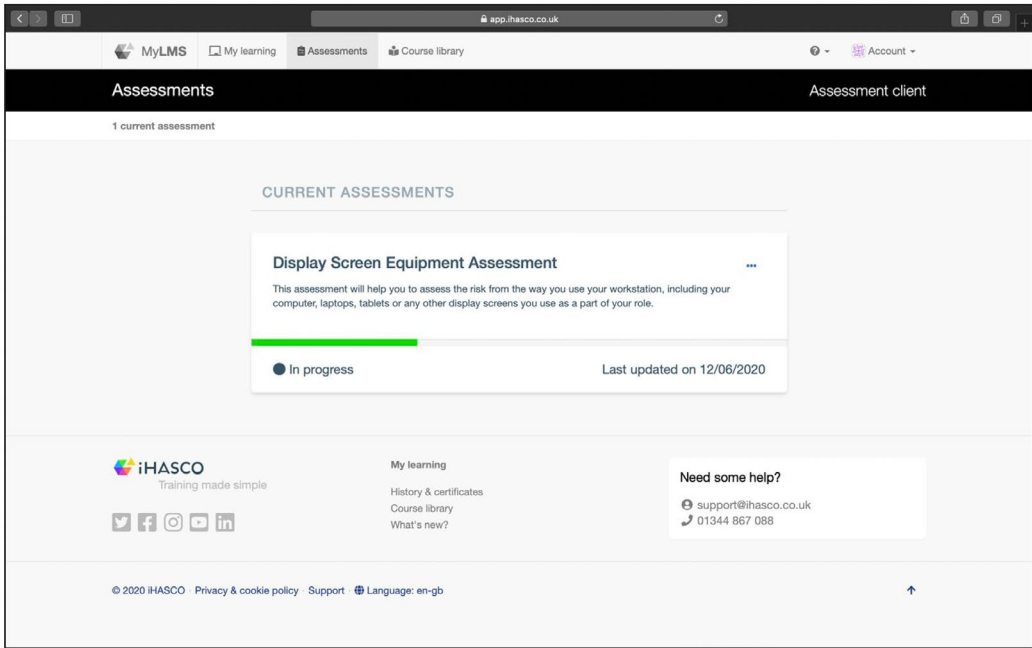




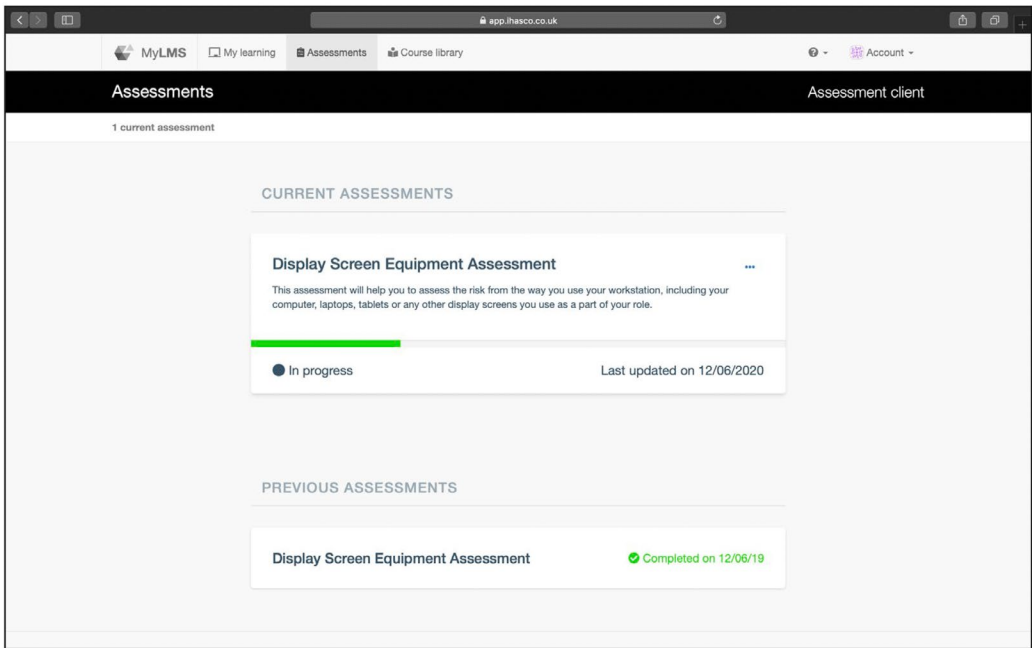
User screen when Assessment is completed.



User screen when Assessment has not been started.



User screen when Assessment is in progress.



Users are also able to see previous Assessments.

# Get in touch

If you'd like a full demo of our DSE Assessment Tool, don't hesitate to get in touch! Our Assessment Tools comes free with our IOSH Approved Training - both of which provide a cost-effective and straightforward way of working towards DSE compliance.