DSE visual checklist

Before you start work, set up your workspace:

1. Adjust your seat height so that your arms are roughly at right angles and your forearms horizontal.

2. Use a footrest if your feet are not flat on the floor after adjusting your chair height.

3. Make sure your lower back is supported. If you need more support, try using a folded towel or cushion between your back and the backrest of the chair.

4. Keep your wrists in a neutral position, not excessively flexed up or down.

5. Adjust your monitor height so that the top of the screen is roughly at eye level. You can use a box or books if you don’t have a laptop stand.

6. Use a separate keyboard and mouse.

7. Refresh your memory of the DSE e-learning module.

Remember to:

- take regular, short breaks away from your workstation.
- include movement and activity as part of your working day.
- report any issues to your local DSE assessor or SSA, who can advise further.

Further resources:

- Workstations and DSE webpage
- Workstations and DSE e-learning module

bristol.ac.uk/safety