

DSE visual checklist

i Follow these steps at the start of each working day so that your workstation is set up safely and comfortably

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.



This checklist is for all DSE users, but it is particularly useful for staff who are working:

- at home
- while travelling
- in lots of different locations or using different workstations



These simple steps will help you stay comfortable with good posture

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:

- [Home working DSE guidance](#)
- [Home working FAQs](#)
- [Workstations and DSE e-learning module](#)