

LANCASHIRE COUNTY COUNCIL OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM

DSE USER IDENTIFICATION QUESTIONNAIRE

The following information is required for all employees, including Agile Workers, who use display screen equipment in order to establish their status:

Employee Name:	Service:
Section / Team:	Date completed:

DSE workstation location and type of DSE used e.g. fixed screen/ laptop/tablet/notebook, or other mobile input device, or a mixture of these. (If an agile worker, please enter their main work location or enter 'various' if they do not have a main location)	
Is the above the only / main DSE workstation used by the employee? If no, please state the location(s) of others used:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the employee full time / part time? If part time, hours per week worked:	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
How many hours per week does the employee use DSE?	
Does the employee use the DSE for one-third or more of his/her time for a continuous period of one month?	* Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the employee use the DSE for more than a continuous hour during each working day?	* Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the employee use the DSE for infrequent periods of intensive usage?	* Yes <input type="checkbox"/> No <input type="checkbox"/>

* If yes to at least 1 of the above, the employee is a DSE User unless there is an alternative way of doing the work that does not require DSE.

I confirm that the above named employee **should** / **should not** be categorised as a DSE user.

Manager's Name:

Signature:

Designation:

If the employee is categorised as a DSE user:

- the user should be advised of the fact and be directed to the HSE leaflet “ Working with display screen equipment (DSE)” available on the Health, Safety & Wellbeing website; and,
- be informed about their entitlement to an eye test; and
- a DSE workstation assessment should be completed (please see the Health, Safety & Wellbeing website – Display Screen Equipment (DSE) for how to undertake a DSE Assessment).

If the employee is **not** categorised as a DSE user:

- the employee should be advised of this fact and that if their usage of DSE changes significantly e.g. longer hours and/or more intensive work, then this assessment will need to be reviewed; and,
- they should be made aware of the need to advise their line manager if they consider a reassessment of their usage of DSE is required.