

## **DSE GUIDANCE 1**

### **MINIMUM REQUIREMENTS OF A WORKSTATION**

#### **INTRODUCTION**

Set out below are the minimum requirements for “workstations”.  
Managers will realise the term “workstation” has many characteristics.

#### **The Display Screen:**

- well defined characters of adequate size and spacing.
- the image must be stable and flicker free.
- brightness and contrast between the characters must be easily adjustable.
- the screen must swivel and tilt freely to suit employees needs.
- it must be possible to use a separate base for the screen or an adjustable table.
- the screen must be free of reflections and glare that may cause discomfort.

#### **The Keyboard:**

- it must be separate from the screen and must be tiltable, to enable a comfortable position to be found during use.
- the space in front of the keyboard must be sufficient to provide hand/arm support.
- the surface must be matt finish to avoid reflective glare.
- the arrangements of the keyboard and the function of the keys must facilitate its use.
- key symbols must be adequately contrasted and visible during normal use.

#### **The Workdesk and Worksurface:**

- low reflectance, large enough for the task and to accommodate a flexible arrangement of all necessary equipment.
- the document holder must be stable and adjustable so as to minimise the need for awkward eye/hand movements.
- the space must be sufficient to allow a comfortable working position to be achieved.

### The Workchair:

- stable and allow easy freedom of movement and a comfortable position.
- the seat must be adjustable in height.
- the back rest must be adjustable in height and angle of tilt.
- a footrest should be provided if required.

### The Environment:

- there must be sufficient space for workers to change position and to vary movements.
- lighting must ensure satisfactory conditions and appropriate contrast, taking into account the type of work and the needs of the worker (lighting level at the work surface should be between 300-500 lux for a combination of screen work and non-screen tasks).
- glare and reflections on the screen or other equipment that may cause disturbance must be prevented. Prevention must be achieved by co-ordinating the layout of the workstation with that of the lighting.
- noise emitted by workstation equipment must be considered when the workstation is being equipped.
- workstation equipment must not produce excess heat liable to cause discomfort.
- an adequate level of humidity must be maintained (40% - 60% RH).