

Practical Role Play – Conducting DSE assessment

Steps and tips

- **Introduction to your assessment**
 - **Introduce yourself**
 - **Break the ice**
 - **Make user feel as ease**
 - **Explain the purpose of the assessment**
 - **How long will the assessment take**
 - **What will the assessment involve**

- **Observe the user for a couple of minutes**
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 - **Look at their posture**
 - **The position of their equipment**
 - **The height of their chair in relation to the desk**
 - **The position of their arms in relation to the torso**

- **Go through the checklist and action sheet**
 - **You will have an idea of what's wrong by your observation**
 - **Start with the chair**
 - **Ensure you mention posture and what the neutral spinal and arm posture is**
 - **Mention importance of movement and breaks**
 - **Make any changes that you can as you go along**
 - **Fill in action sheet as you go along**

- **Summary and closure**
 - **Summarise your findings to the user, go through action sheet**
 - **Ensure recommendations are mentioned to the user**
 - **Go through the workstation set up checklist**
 - **Get user to sign the form or completion sheet**

- **File the form in a secure place with a copy for the line manager**

- **REVIEW Recommendations at regular intervals to ensure completion**

- **Re-assess annually ideally or sooner if any further changes**