A DSE checklist for the hospitality office

Complete with the actual workplace arrangements. Read the accompanying guide, agree the local procedure and identify who will check the record.

Venue / role / date	
User/task	
chair and desk setup	
screen position	
reach/glare	
task variation	
discomfort reported	
action owner	

Follow-up

Action	Owner	Due / trigger	Completed

Keep completed records with the appropriate access restrictions. Save your entries before closing.

Read the accompanying guide online