

Workstation Risk Assessment Platform Training Guide

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Role and Responsibility of Departmental Workstation Assessor

- Role and responsibility of Departmental Workstation Assessor
 - Conduct and complete Workstation risk assessments according to the required timeline
 - Follow up on any identified issue to ensure appropriate actions have been taken
 - Maintain records

Frequency of Workstation Risk Assessment

Frequency

- An initial assessment on workstation shall be conducted before it is first used by users;
- Whenever there is a significant change to the workstation or the user's needs
 - E.g.
 - Office renovation
 - Replacement of furniture

Workstation Risk Assessment Platform

- Click [HERE](#) to access the app
- Only workstation assessors are eligible to access the platform
- DSE assessors will be able to access to all Workstation risk assessment record of their department

User Name	Department	Assessment Date	DSE User	Case Completed	Outstanding items
testing 2	HSEO	10/23/2025	Yes	No	Q21
TUNG	HSEO	7/14/2025		Yes	No
Testing	HSEO	7/11/2025		No	Q12
Test	HSEO	7/10/2025		Yes	No
testing 1	HSEO	7/10/2025		Yes	No

Workstation Risk Assessment Platform

- Listing page
 - Summary of all records

Power Apps | [PROD] Workstation Risk Assessment Platform

Share

Workstation Risk Assessment Summary

New Edit Outstanding Export Data

Department: HSEO Start Date: 1/1/2025 End Date: 10/23/2025 Case Completed: User Name:

User Name	Department	Assessment Date	DSE User	Case Completed	Outstanding items
testing 2	HSEO	10/23/2025	Yes	No	Q21
TUNG	HSEO	7/14/2025		Yes	No
Testing	HSEO	7/11/2025		No	Q12
Test	HSEO	7/10/2025		Yes	No
testing 1	HSEO	7/10/2025		Yes	No

Workstation Risk Assessment Platform

- Listing page
 - Filters

Power Apps | [PROD] Workstation Risk Assessment Platform

Share

Workstation Risk Assessment Summary

New Edit Outstanding Export Data

Department: HSEO Start Date: 1/1/2025 End Date: 10/23/2025 Case Completed: User Name:

User Name	Department	Assessment Date	DSE User	Case Completed	Outstanding items
testing 2	HSEO	10/23/2025	Yes	No	Q21
TUNG	HSEO	7/14/2025	Yes	Yes	No
Testing	HSEO	7/11/2025	No	No	Q12
Test	HSEO	7/10/2025	Yes	Yes	No
testing 1	HSEO	7/10/2025	Yes	Yes	No

Workstation Risk Assessment Platform

- Listing page
 - New assessment

Power Apps | [PROD] Workstation Risk Assessment Platform

Share

Workstation Risk Assessment Summary

New Edit Outstanding Export Data

Department: HSEO Start Date: 1/1/2025 End Date: 10/23/2025 Case Completed: User Name:

User Name	Department	Assessment Date	DSE User	Case Completed	Outstanding items
testing 2	HSEO	10/23/2025	Yes	No	Q21
TUNG I	HSEO	7/14/2025		Yes	No
Testing	HSEO	7/11/2025		No	Q12
Test	HSEO	7/10/2025		Yes	No
testing 1	HSEO	7/10/2025		Yes	No

Workstation Risk Assessment Platform

- Assessment form
 - Input the basic information

Workstation Risk Assessment Detail

Workstation Risk Assessment Checklist

* Department	* User Name	UST account without @ust.hk	* HKUST account	* # DSE User
Find items			Username (e.g., chnlee)	Yes
* Workstation Location	* Description of Task	Examples provided	* Assessor	* Assessment Date
E.g. Room 2005 Room location	E.g. Administrative work / Data Input		Filled automatically	Thu, Oct 30, 2025 Please select a date on or before today

DSE User (使用者) means an employee who, by reason of the nature of his work, is required to use display screen equipment for a prolonged period of time almost every day.

Workstation Risk Assessment Platform

- Assessment form
 - Question Set

Workstation Risk Assessment Questions:

"No" answers will require investigation and/or remedial action by the workstation assessor. They should record the decision in the "Follow Up Action" column and the "Targeted Date" column. Assessors should check later that actions have been taken. Tick the "Completed" box when the problems have been resolved.

Display Screen

- * 1. Does the screen give a clear, sharp and steady image?
 Yes No N.A.
- * 2. Are the characters readable?
 Yes No N.A.
- * 3. Are the brightness and contrast adjustable?
 Yes No N.A.
- * 4. Does the screen swivel and tilt?
 Yes No N.A.
- * 5. Is the screen positioned at about or slightly below the eye level and in front of the user?
 Yes No N.A.
- * 6. Is the screen free from reflections and glare?
 Yes No N.A.

Input Devices (keyboard, mouse, numeric pad, etc.)

- * 7. Is the keyboard tiltable and detached from the display screen? (not applicable to portable systems)
 Yes No N.A.

Simple instructions

- "No" answers require follow up action
 - Record "Follow Up Action"
 - Record "Targeted Date"
 - Tick "Completed" when problem is resolved

Workstation Risk Assessment Platform

- Assessment form
 - Defaulted answers as “Yes” or “NA”
 - Update answers only when needed

Chair

- * 14. Is the base of the chair stable?
 Yes No N.A.
- * 15. Do the casters allow easy movement of the chair?
 Yes No N.A.
- * 16. Is the seat height adjustable to suit the body size of the user?
 Yes No N.A.
- * 17. Is the backrest adjustable in both height and tilt to provide adequate support to the lower back?
 Yes No N.A.
- * 18. Is the seat pan padded and free from sharp edges?
 Yes No N.A.
- * 19. Do the armrests, if any, allow the user to get close enough to key comfortably?
 Yes No N.A.

Document Holder

- * 20. Is the document holder, if provided, properly positioned to avoid awkward neck posture and movement?
 Yes No N.A.

Footrest

- * 21. Is the footrest, if required, stable and provided with a non-slip surface?
 Yes No N.A.

Workstation Risk Assessment Platform

- Assessment form
 - “No” Answers

Chair

* 14. Is the base of the chair stable?

Yes No N.A.

* 15. Do the casters allow easy movement of the chair?

Yes No N.A.

* 16. Is the seat height adjustable to suit the body size of the user?

Yes No N.A.

* 17. Is the backrest adjustable in both height and tilt to provide adequate support to the lower back?

Yes No N.A.

* 18. Is the seat pan padded and free from sharp edges?

Yes No N.A.

* 19. Do the armrests, if any, allow the user to get close enough to key comfortably?

Yes No N.A.

Input the follow up action and targeted date

* Follow Up Action

* Wed, Oct 15, 2025

Please select a date after Assessment Date

Tick after
problem is
resolved

Completed

Workstation Risk Assessment Platform

- Assessment form
 - Remarks
 - Save
 - Back – All changes will not be saved

Footrest

* 21. Is the footrest, if required, stable and provided with a non-slip surface?

Yes No N.A.

Illumination

* 22. Is the lighting level suitable for the work?

Yes No N.A.

Noise

* 23. Is the noise produced by the workstation acceptable?

Yes No N.A.

~Question

Remarks

Save Back

Remark: Free text entry

Clicking Save / Back button will redirect users to listing page

Workstation Risk Assessment Platform

- Outstanding risk assessments
 - Incomplete case
 - Outstanding items will show the question number(s)

The screenshot shows the 'Workstation Risk Assessment Summary' page. At the top, there is a navigation bar with 'Power Apps | [PROD] Workstation Risk Assessment Platform' and a refresh icon. Below this is a blue header with the title 'Workstation Risk Assessment Summary' and a refresh icon. To the right of the header are four buttons: 'New', 'Edit', 'Outstanding' (highlighted with a red box), and 'Export Data'. Below the header is a filter section with dropdowns for 'Department' (HSEO), 'Start Date' (1/1/2025), 'End Date' (10/23/2025), 'Case Completed' (dropdown), and 'User Name'. Below the filter section is a table with the following columns: 'User Name', 'Department', 'Assessment Date', 'DSE User', 'Case Completed', and 'Outstanding items'. The table contains one row with the following data: 'testing 2', 'HSEO', '10/23/2025', 'Yes', 'No', and 'Q21'. Red arrows point from the 'No' and 'Q21' cells to callout boxes below the table. The 'No' cell points to a box that says 'Case incomplete due to a "No" Answer'. The 'Q21' cell points to a box that says 'Outstanding question no. will be shown'. A green callout box at the top right of the screenshot says 'Will be directed to a summary page'.

Will be directed to a summary page

Workstation Risk Assessment Summary

New Edit Outstanding Export Data

Department Start Date End Date Case Completed User Name

HSEO 1/1/2025 10/23/2025

User Name	Department	Assessment Date	DSE User	Case Completed	Outstanding items
testing 2	HSEO	10/23/2025	Yes	No	Q21

Case incomplete due to a "No" Answer

Outstanding question no. will be shown

Workstation Risk Assessment Platform

- Outstanding

- Summary of “No” questions
- “Yes” and “NA” questions will not be shown in summary page

Power Apps | [PROD] Workstation Risk Assessment Platform

Share

Workstation Risk Assessment Detail

Workstation Risk Assessment Checklist

* Department	HSEO	* User Name	testing 2	* HKUST account	abcde	* # DSE User	Yes
* Workstation Location	Rm 2005	* Description of Task	admin work	* Assessor	abcde	* Assessment Date	Thu, Oct 23, 2025

DSE User (使用者) means an employee who, by reason of the nature of his work, is required to use display screen equipment for a prolonged period of time almost every day.

Workstation Risk Assessment Questions:

"No" answers will require investigation and/or remedial action by the workstation assessor. They should record the decision in the "Follow Up Action" column and the "Targeted Date" column. Assessors should check later that actions have been taken. Tick the "Completed" box when the problems have been resolved.

* 21. Is the footrest, if required, stable and provided with a non-slip surface?

Yes No N.A.

* need a footrest	* Thu, Oct 23, 2025	<input type="checkbox"/> Completed
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~Question End~

Remarks

Workstation Risk Assessment Platform

- Outstanding
 - Tick “Complete” after problem is resolved

Workstation Risk Assessment Questions:

"No" answers will require investigation and/or remedial action by the workstation assessor. They should record the decision in the "Follow Up Action" column and the "Targeted Date" column. Assessors should check later that actions have been taken. Tick the "Completed" box when the problems have been resolved.

* 21. Is the footrest, if required, stable and provided with a non-slip surface?

Yes No N.A.

* need a footrest * Thu, Oct 23, 2025 Completed

~Question End~

Remarks

Save

Back

Workstation Risk Assessment Platform

- Listing page
 - Case Completed
 - No outstanding items

Power Apps | [PROD] Workstation Risk Assessment Platform

Data is saved successfully

Workstation Risk Assessment Summary

New Edit Outstanding Export Data

Department	Start Date	End Date	Case Completed	User Name
HSEO	1/1/2025	10/23/2025		

User Name	Department	Assessment Date	DSE User	Case Completed	Outstanding items
testing 2	HSEO	10/23/2025	Yes	Yes	No

Workstation Risk Assessment Platform

- Listing page
 - Export data
 - All filtered data will be exported and sent to the requestor's email

The screenshot displays the 'Workstation Risk Assessment Summary' page in a Power Apps environment. The top navigation bar includes 'Power Apps | [PROD] Workstation Risk Assessment Platform' and a 'Share' button. Below the title bar, there are buttons for 'New', 'Edit', 'Outstanding', and 'Export Data', with the 'Export Data' button highlighted in red. The main content area features a filter bar with 'Department' set to 'HSEO', 'Start Date' set to '1/1/2025', 'End Date' set to '10/23/2025', and 'Case Completed' set to a dropdown menu. Below the filter bar is a table with the following data:

User Name	Department	Assessment Date	DSE User	Case Completed	Outstanding items
testing 2	HSEO	10/23/2025	Yes	No	Q21
TUNG	HSEO	7/14/2025	Yes	Yes	No
Testing	HSEO	7/11/2025	No	No	Q12
Test	HSEO	7/10/2025	Yes	Yes	No
testing 1	HSEO	7/10/2025	Yes	Yes	No

Workstation Risk Assessment Platform

- Export Data

- All filtered data will be exported and sent to the requestor's email

The screenshot displays the 'Workstation Risk Assessment Summary' interface. At the top, there is a navigation bar with 'Power Apps | [PROD] Workstation Risk Assessment Platform' and a 'Share' button. Below this, a header bar contains a refresh icon and buttons for 'New', 'Edit', 'Outstanding', and 'Export Data'. The main area features a filter bar with 'Department' (set to HSEO), 'Start Date' (1/1/2025), 'End Date' (10/23/2025), 'Case Completed', and 'User Name'. Below the filter bar is a table with the following data:

User Name	Department	Assessment Date	DSE User	Case Completed	Outstanding items
testing 2	HSEO	10/23/2025	Yes	Yes	No
TUNG	HSEO				No
Testing	HSEO				Q12
Test	HSEO				No
testing 1	HSEO				No

A modal dialog box is overlaid on the table, containing the text: 'All displayed items will be sent. Ready to proceed?' with 'Yes' and 'No' buttons.

Workstation Risk Assessment Platform

- Export data
 - All filtered data will be exported and sent to the requestor's email

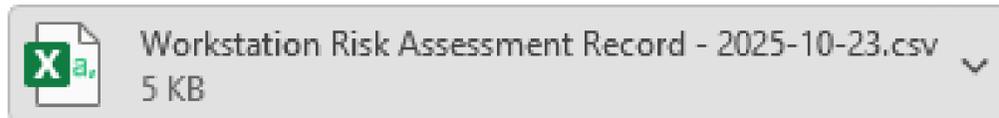
Workstation Risk Assessment Record - 2025-10-23



To



Thu 10/23/2025 10:15 AM



Dear Sir/Madam,

Attached please find the exported Workstation Risk Assessment Record in application for your review. Should you have any questions, please contact us @ safety@ust.hk

Regards,
Health, Safety & Environment Office

Enquiry

- Change of Departmental Workstation Assessor
 - Enquiry about the app
- Other questions on Workstation risk assessment

Contact

safety@ust.hk