


# DISPLAY SCREEN EQUIPMENT

<b>VERSION No</b>	1	
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## Policy Statement

*To satisfy legislative requirements and protect our employees from ill health, this policy details this organisations commitment to, and managing the use of display screen equipment (DSE) and the arrangements in place for assessment and remedial action.*



*As an organisation, we recognise our accountability in law for ensuring that this policy and the legislative requirements of the Health and Safety (Display Screen Equipment) Regulations 1992, are implemented at all our workplaces to ensure the safety and welfare of all staff using DSE to perform their duties.*



*We acknowledge that failure to meet the minimum requirements can lead to skeletal problems, eye strain, fatigue, or mental stress. Display Screen Equipment includes, display screen equipment, computers, computer, workstation, workstations, and any visual display unit. These problems can be overcome by good ergonomic design of equipment and furniture, a good working environment and careful planning of the tasks performed.*

*A member of staff shall be considered as a “Designated DSE User” if they habitually use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more).*




*For all DSE the workstation, as defined, is the assembly including the screen, keyboard, other parts of the computer and its accessories (such as the mouse or other input device), the desk, chair, and the immediate work environment.*

*The day to day management responsibility for implementing this policy is delegated through the normal management chain and all DSE users all have an active role and responsibility to comply with this policy and accountability for non-compliance.*




## Policy

### Management

The Manager is responsible for providing all staff under their control who use DSE, mobile / tablet and PDA devices with adequate information, instruction, and training relevant to the safe use of and including the associated potential health hazards. This information should include advice the on provision of eye sight tests for designated DSE users. The person responsible for giving information and carrying out the assessment is competent in Health and Safety. The Manager:

-  must ensure an appropriate DSE assessment has been conducted and documented for all their staff and associated DSE workstations.
-  is responsible for ensuring any remedial actions resulting from DSE assessments are completed adequately and within a reasonable timescale.
-  is responsible for ensuring documented DSE assessments are maintained up to date (reviewed as necessary) and readily available for inspection, upon request

### Employees

-  DSE users are responsible for ensuring that they have received adequate training to enable them to carry out their work that involves using DSE without detriment to their health and wellbeing.
-  DSE users are responsible for ensuring a suitable and sufficient assessment of their workstation has been completed and any associated recommendations resulting from the documented assessment are appropriately addressed within a reasonable timescale.
-  DSE users are responsible for ensuring that any known health and safety issues associated with using their DSE are brought to the attention of their manager as soon as is reasonable.

### **Conducting DSE / Workstation assessments** (*refer also to Appendix A*):

- Where there is mobile working or home-working, it will be necessary to complete separate assessments for each, this will only apply if the DSE is used for continuous periods of an hour or more per day.
- any actions highlighted by the DSE risk assessment that cannot be resolved at line management level i.e. funding, provision of specialist equipment, environmental issues, etc. must be raised and addressed through the management chain.
- any health issues (and potential health concerns raised by the DSE User) highlighted by the assessment must be brought to the immediate attention of
- further advice and assistance can be sought from the Occupational Health provider and Health and Safety Advisor as necessary,
- the completed DSE Risk Assessment must be reviewed at least annually
- the assessment should be reviewed earlier if there is reason to believe the assessment is no longer valid, or there has been a significant change in the matters to which it relates

### **Eye tests**

The regulations require employers to provide DSE users who so request it, with an appropriate eye and eyesight test. The test includes a vision test and an examination of the eye. The provision of eye and eyesight tests and the special corrective appliances under the regulations is at the expense of the employer. This provision covers ‘special corrective appliances’ (normally single vision spectacles) provided to meet the requirements of the regulations. These appliances are those prescribed to correct vision defects at the viewing distance or distances usually used specifically for the display screen work concerned. Corrective appliances not associated with DSE would be the responsibility of the individual, at his/her own expense

### **Summary**

All employees using Display Screen Equipment (DSE) in the course of their employment should:

- complete the ‘DSE / Workstation Assessment
- be made aware of this policy and given the opportunity to read it and raise any
- initial concerns to their Manager
- be briefed by their Manager on the local procedures for requesting any additional training requirements specific to using DSE
- be briefed on who to contact with regard to any issues/safety concerns regarding using their DSE and the associated workstation/ working environment
- All records of assessments, outcomes and action plans are kept
- Audits of these reports are carried out annually

***Related policies***  
*Health and Safety*  
*Accident and Incident Reporting*  
*Training and Development*

## Display Screen Equipment and Work Station Checklist

*Appendix A*

### Record of Assessment

Workstation location:	
Name of User:	
Assessment completed by:	
Assessment checked by:	
Date of Assessment:	
Any further action needed? Yes / No Please specify action required.	
Follow up action completed on:	

### Assessment Checklist

Risk Factor			Things to consider	Action to take
	Yes	No		
<b>DISPLAY SCREENS</b>				
Are the characters clear and readable?			<i>Make sure the screen is clean and cleaning materials are made available. Check that text and background colours work well together</i>	
Is the text size comfortable to read?			<i>Software settings may need adjusting to change text size.</i>	
Is the image stable, i.e. free of flicker?			<i>Try using different screen colours to reduce flicker, e.g. darker background and lighter text, increase refresh rate of monitor setting. If problem persists, contact your IT support.</i>	
Is the screen's specification suitable for its intended use?			<i>For example, intensive graphic work or work requiring fine attention to small details may require large display screens.</i>	
Are the brightness and /or contrast adjustable?			<i>Separate adjustment controls are not essential, provided the user can read the screen easily</i>	
Does the screen swivel and tilt?			<i>Swivel and tilt need not be built in; you can add a swivel and tilt mechanism. However, you may need to replace the screen if: Swivel/tilt is absent or unsatisfactory; Work is intensive. The user has problems getting the screen to a comfortable position; The height of the screen should be roughly at eye level. A monitor stand may be required. If using an LCD screen, ensure it is adjustable in height, alternatively use a monitor stand.</i>	
Is the screen free from glare and reflections?			<i>Find the source of the reflections. You might need to move the screen or even the desk and/or shield the screen from the source of the reflections. Screens that use dark characters on a light background are less prone to glare and reflections.</i>	
Is the user facing the screen			<i>Position the screen in front of the user, to avoid any twisting.</i>	
Are adjustable window coverings provided and in adequate condition?			<i>Check that curtains/blinds are in good working order. If not, report to Estates and Buildings. If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.</i>	
<b>KEYBOARDS</b>				
Is the keyboard separate from the screen?			<i>This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable computer).</i>	
Does the keyboard tilt?			<i>Tilt need not be built in</i>	
Is it possible to find a			<i>Try pushing the display screen further back to create more</i>	

comfortable keying position?		room for the keyboard, hands and wrists. Keep elbows close to the body, do not overstretch the arms; Users of thick, raised keyboards may need a wrist rest; Users may find the use of a compact mini-keyboard more comfortable.	
Does the user have good keyboard technique?		Training can be used to prevent: - hands bent up at wrist - hitting the keys too hard - overstretching the fingers	
Are the characters on the keys easily readable?		Keyboards should be kept clean; If characters still cannot be read, the keyboard may need modifying or replacing; Use a keyboard with a matt finish to reduce glare and/or reflection.	
<b>MOUSE, TRACKBALL ETC.</b>			
Is the device suitable for the tasks it is used for?		If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes; Alternative devices such as touch screens may be better for some tasks (but can be worse for others); Check the device has been set to suit the user (for right or left hand user).	
Is the device positioned close to the user?		Most devices are best placed as close as possible e.g. right beside the keyboard; Training may be needed to prevent arm overreaching; tell users not to leave their hand on the device when it is not being used encourage a relaxed arm and straight wrist; A compact keyboard will help the user to avoid overreaching.	
Is there support for the device user's wrist and forearm?		Support can be gained from, for example, the desk surface. If not, a separate supporting device (gel filled) may help; The user should be able to find a comfortable working position with the device.	
Does the device work smoothly at a speed that suits the user?		Check if cleaning is required (e.g. of mouse ball and rollers). Check the work surface is suitable. A mouse mat may be needed.	
Can the user easily adjust software settings for speed and accuracy of pointer?		Users may need training in how to adjust device settings.	
<b>SOFTWARE</b>			
Is the software suitable for the task?		Software should help the user carry out the task, minimise stress and be user-friendly; Check users have had appropriate training in using the software. Software should respond quickly and clearly to user input, with adequate feedback, such as clear messages.	
<b>FURNITURE</b>			
Is the work surface large enough for all the necessary equipment, papers etc.?		Create more room by moving printer, reference materials etc. elsewhere. Use multilevel trays for papers/documents. If necessary, consider providing new power and telecom sockets, so equipment can be moved. There should be some scope for flexible rearrangement	
Can the user comfortably reach all the equipment and papers they need to use?		Rearrange equipment, papers etc. to bring frequently used things within easy reach; A document holder may be needed, positioned to minimise uncomfortable head and eye movements.	
Are the surfaces free from glare and reflection?		Consider mats or blotters to reduce reflections or glare	
Is the chair stable & suitable for the user? Does the chair have a working: seat back height and tilt adjustment? Seat height adjustment? Swivel mechanism? Castors or glides?		The chair may need repairing or replacing if the user is uncomfortable, or the adjustment mechanisms are faulty.	
Is the chair adjusted correctly?		The user must be familiar with the chair adjustments. Adjust the chair height to sit with elbows at approx. 90° & 2cm above the desk when touching the G & H keys. The user should be able to carry out their work sitting comfortably. Consider training the user in how to adopt	

		suitable postures while working. The arms of chairs can stop the user getting close enough to use the equipment comfortably; Consider chairs without armrests or alternatively, adjustable armrests. Move any obstructions from under the desk.	
Is the lower back supported by the chair's backrest?		The user should have a straight back, supported by the chair, with relaxed shoulders	
Are forearms horizontal and eyes at roughly the same height as the top of the screen?		Adjust the chair height to get the user's arms in the right position; adjust the monitor height/tilt if necessary	
<b>ENVIRONMENT</b>			
Is there enough room to change position and vary movement?		Space is needed to move and stretch Consider reorganising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard.	
Is the lighting suitable, e.g. not too bright or too dim to work comfortably?		Users should be able to control light levels, e.g. by adjusting window blinds or light switches. Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).	
Does the air feel comfortable?		VDUs and other equipment may dry the air; Green plants may help to increase moisture levels in the air. Circulate fresh air if possible.	
Are levels of heat comfortable?		Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room. or, can the user be moved away from the heat source	
Are levels of noise comfortable?		Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing	
<b>ELECTRICAL</b>			
Have you carried out a user check (visual inspection) of the visually accessible parts of the equipment and its cable, plug and extension cable.		Carry out a user check when the equipment has been relocated. Any faults or significant wear and tear, must be reported and repaired as soon as possible (contact your local computing support) Do not use any equipment if defective. Remove from operation and label 'DO NOT USE - EQUIPMENT FAULTY'.	
<b>FURTHER QUESTIONS</b>			
Is a portable computer being frequently used?		If so, reduce its use to a minimum. Alternatively, have a docking station (separate keyboard, separate screen or screen elevated, separate mouse or tracking device).	
Has the checklist covered all the problems the user may have working with the DSE?			
Has the user been advised of their entitlement to eye and eyesight testing, and advised to contact the Occupational Health Unit or the Health and Safety Office or their optician to arrange appropriate eye sight testing?			
Does the user take regular breaks working away from the DSE?			
Has the user read the display screen equipment policy?			