

Guidance on DSE

The Health and Safety (Display Screen Equipment) Regulations 1992 are designed to minimise the 'real' risks associated with display screen equipment.

The full scope of the Regulations will only apply to those classified as 'users'.

In the Regulations a user is defined as 'an employee who habitually uses display screen equipment as a significant part of their normal work'.

If it is still not possible to decide who may be a user from the above definition, then the following additional guidance is provided:

If most or all of the following apply the employee is probably a user:

- the individual depends on the DSE to do their work and an alternative means is not available
- the individual has no discretion as to the use of the DSE
- the individual needs training and/or particular skills to use the DSE
- the DSE is used for continuous spells of an hour or more at a time
- the DSE is used in this way more or less daily
- fast transfer of information between the user and the screen is an important part of the job
- use of the system requires a high level of concentration

If there are still doubts about the status of employees, then advice can be sought from the Occupational Health Service or Health & Safety Manager.

THE REQUIREMENTS OF THE DSE REGULATIONS

It is the employer's responsibility to:

- Assess the risks to health arising from working with display screen equipment and the associated workstations.
- Introduce appropriate measures to prevent or control the risks.
- Plan the activities of users at work so that their daily work on display screen equipment is periodically interrupted by such breaks or changes in activity as reduce their workload at that equipment.
- Ensure that eye and eyesight tests are available to users and employees about to become users at their request. The provision of basic corrective appliances must also be available if deemed necessary by an ophthalmic optician or optometrist.
- Provide adequate information and health and safety training in the use of any workstation upon which an employee may be required to work.

WHEN TO CARRY OUT A DSE ASSESSMENT

- A new computer is installed in the department;
- A new employee starts in the department and is required to use a workstation extensively;
- Any physical change is made to any of the current workstation within the department;
- An incident occurs, ill health results from DSE work.

MANAGERS RESPONSIBILITY

- Ensure Nominated DSE Assessor has been appointed and suitably trained for this role;
- Ensure self-assessments are completed for DSE users;
- Action plan for deficiencies: equipment, space, work patterns;
- Inform users: guidelines for setting workstation, need to take breaks, right to free eye tests annually;
- Review assessment annually and whenever a problem is reported.

USER RESPONSIBILITY

- Undertake self-assessment as per GJF DSE Policy
- Inform manager of any problem with DSE work
- Co-operate fully with Nominated DSE assessor when required
- Give full and accurate information when completing DSE assessment
- Follow guidance on DSE so as not to put themselves at risk from DSE work

Diagram 1

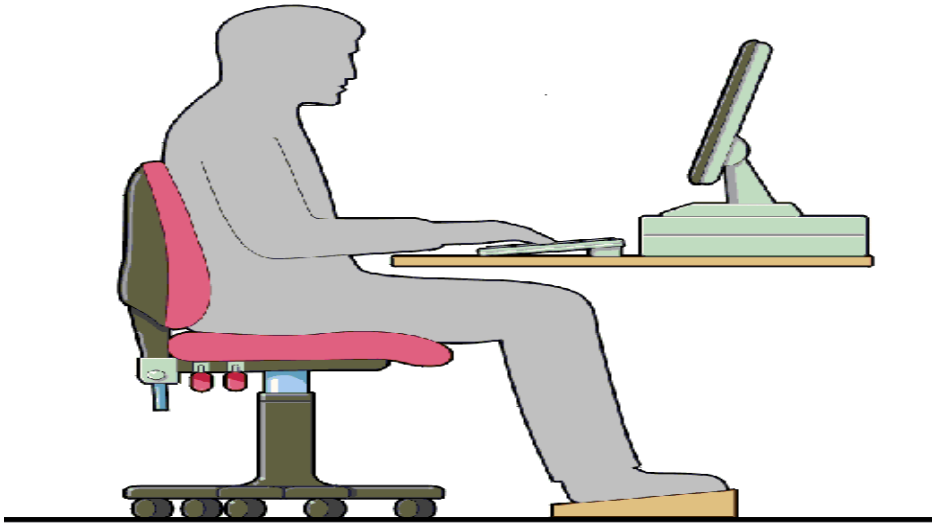


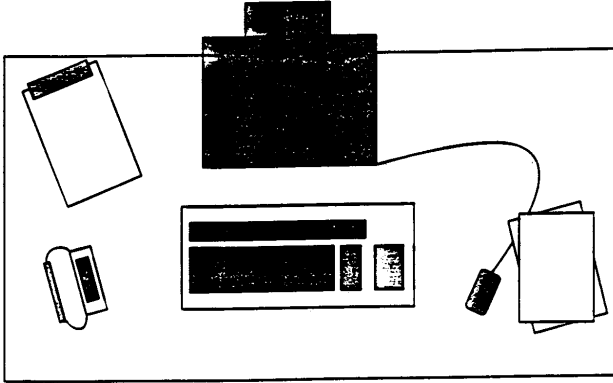
Figure 2 Seating and posture for typical office tasks

- Seat back adjustable;
- Good lumbar support;
- Seat height adjustable;
- No excess pressure on underside of thighs and backs of knees;
- Foot support if needed;
- Space for postural change, no obstacles under desk;
- Forearms approximately horizontal;
- Wrists not excessively bent (up, down or sideways)
- Screen height and angle to allow comfortable head position;
- Space in front of keyboard to support hand/wrists during pauses in keying.

Diagram 2

Screen intensive:

Suitable for users who look at the screen most of the time



Document intensive:

Suitable for touch typists who refer to the screen only occasionally

