

11. Display Screen Equipment					
Version Number	1	Date Created	11/2020	Replaces	4/2017

## Policy

The Board of Directors and the Chief Executive of the Society recognise the potential of Display Screen Equipment (DSE) operation to cause Work Related Upper Limb Disorder (WRULD) injuries, and their responsibility to take such actions as are required to prevent this type of injury. In order to discharge these responsibilities, they have adopted the following.

## Procedure

Colleagues who operate DSE will not be subject to any targets or incentives based upon keystrokes operated within a given period, nor will the number of keystrokes operated over a time be recorded.

Workstations will be fit for the purpose of DSE usage. All colleagues who operate DSE are encouraged to structure their day-to-day work in such a way as to avoid long periods of continuous DSE operation. Where colleagues are required to operate DSE over and above a pre-determined timescale, they will be classified as DSE users and a formal written analysis of their workstations will be carried out.

## Defined Usage

Where the colleague's tasks involve the use of DSE as part of their regular everyday work routine for more than four hours per day, whether in blocks of usage or smaller timeslots throughout the working day, they will be defined as a 'user' for the purposes of DSE assessment. The timescale of four hours per day is a guideline and where site managers observe usage that would be classed as constant for smaller periods, they will have the authority to define such colleagues as 'users'. The manager will be responsible for seeking guidance from the Health & Safety Team as to the inclusion of any job type that involves visual display screens not directly linked to PC equipment.

## DSE Analysis

All DSE operated by defined users will be subject to analysis. The DSE analysis will involve equipment operators completing a DSE Self-Assessment Form - *Located on the Health & Safety Intranet page*. The information provided on this form, together with supplementary questions and observations made by the line manager on visiting the workstation, will provide the basis of the analysis and recommendations. On completion of the analysis the line manager will assess and record their findings, together with any recommendations to reduce the risk.

## Further Assessment

All DSE analysis reports and recommendations will be approved by the line manager, who will monitor and report the progress of any actions arising from the recommendations. Where an operator or line manager has concerns regarding WRULD (RSI), the Health & Safety Team may carry out a separate and more in-depth analysis. Where appropriate, further guidance from a qualified Occupational Health Practitioner or Ergonomist may be called upon, if the business feels this is required.

## Eye Tests

Where colleagues of the Society meet the criteria set out above, they will be entitled to a full eye test. We would recommend that 'users' have their eyes tested at least once every two years. Annual tests are available for 'users' where opticians have recommended this frequency.

The Society will provide an 'eye-care voucher' that may be used at the nominated opticians. In the event of the colleague requiring corrective appliances specifically for work with DSE, the cost of these appliances is included in the voucher, colleagues who wish to upgrade to a more costly range or designer frames or tinted lenses will have to fund the excess cost themselves.

If corrective appliances are required for general work activities as well as DSE, they will not be funded by the Society.

In the event of an eye test being required for colleagues who work with DSE, the procedure will be as follows.

- The colleague will contact a member of the Health & Safety Team by email and request a voucher.
- Details to be included in the request are – name / site name and number or cost centre number / job title (i.e. post office counter clerk).
- The Health & Safety Team will then process the application to ensure the criteria of 'an essential user' has been met.
- Colleagues who do not meet the criteria of an 'essential user' will be informed directly, with the reason why it is felt they did not meet the criteria.

## **Review**

The findings of the DSE analysis will be subject to continuous review, in order to identify potential problems relating to the transfer of any colleagues with special needs to new or different workstations. All DSE analysis will be subject to formal review at intervals not exceeding two years.

## **Colleague Guidance**

On certain occasions colleagues may be required to temporarily locate to another workstation or work at various sites or at home. It is important that colleagues understand how to make adjustments in such circumstances. Please refer to safe working procedure for the use of DSE for guidance on the setting up of workstations. When working at temporary workstations, it is important that any potential issues with regard to comfort, inappropriate workstations etc. are reported immediately to the line manager.

## **Manager's Responsibilities**

It is the site manager's responsibility to ensure that the following procedure is implemented at their site to all DSE users as specified above.

## **Analysis**

The manager is responsible for ensuring that all defined DSE users are provided with the DSE Self-Assessment form for completion and that any potential issues or specific requirements that are outside the control or capability of the manager are brought to the attention of the Society.

## **Workstation**

The manager is responsible for ensuring that the workstation used for DSE users is sufficient to allow a comfortable working position to be achieved and to allow a flexible arrangement of all necessary equipment (monitor, keyboard, mouse etc.).

## **The Chair**

The manager is responsible for ensuring that defined DSE users are provided with a flexible and adjustable chair where necessary.

## Training

The manager is responsible for ensuring that defined DSE users are given adequate health & safety training in the use of workstation equipment (this can be achieved by using the safe working procedure for the use of DSE).

### Safe Working Procedure

Colleagues may be trained using this procedure to ensure that adequate health & safety training has been provided in the use of workstation equipment. It is the site manager's responsibility to ensure colleagues who are DSE users have received adequate health & safety training in the use of workstation equipment.

### Pre-Use Checks – Procedures & Standards

Colleagues should know how to ensure that:

- The chair is stable and all the adjustable parts / supports are working correctly.
- The workstation and surrounding space is of adequate size to allow space for workers to change position and to vary movements.
- The screen is able to swivel and tilt freely to suit the needs of the user.
- The keyboard is tiltable, and separate from the screen.
- The work surface has sufficient space to allow a comfortable working position to be achieved.
- Any faults to the workstation or workstation equipment are reported immediately.

### Procedures and Standards

Colleagues should know:

- To adjust the chair and Visual Display Unit (VDU) to find the most comfortable position for the work.
- To try to keep their wrists straight when keying, using a soft touch on the keys and not overstretching the fingers.
- To position the mouse within easy reach, so it can be used with the wrist straight.
- To sit upright and close to the desk so they do not have to stretch their arms.
- To support their forearms on the desk to offer support and not to grip the mouse too tightly.
- To rest their fingers lightly on the buttons and not to press them hard.
- How to switch the machine on / off correctly following the shutdown procedure.
- The display screen must have well defined characters of adequate size and spacing.
- The image on the display screen must be stable and free from flicker.
- The space on the work surface must be sufficient to allow a comfortable working position to be achieved (moving the mouse or keyboard etc. to suit them).
- They have the discretion for changes of activity in relation to work routine when operating DSE.

- Any constant or regular headaches, pins and needles, aches or pains in hands, wrists, arms, shoulders or back must be reported and that they should seek medical advice from their GP / Doctor.