

# Safe Use of Display Screen Equipment

**Draft - still to be approved.**

(last updated 21-May-2007)

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## Display Screen Equipment

### Definitions

- *Display Screen Equipment (DSE)* means any display screen showing text, numbers or graphics/images.
- *DSE Workstation* means: the DSE; all equipment and furniture associated with the DSE, e.g. computer, keyboard, mouse, chair, desk; any other accessories used in conjunction with the DSE, e.g. telephone, document holder; and the immediate working environment around the DSE.
- A *DSE Assessor* is someone who has completed Safety Services' training course on DSE Workstation Risk Assessment and been officially appointed to carry out DSE workstation risk assessments in their area.
- A *DSE user* is someone whose work involves the use of DSE.
- An *Official DSE User* is someone whose work involves the use of DSE and most or all of the following criteria apply:
  - carrying out the job depends on DSE;
  - there is no discretion as to the use of DSE;
  - significant training and/or particular skills in the use of DSE are needed;
  - there is continuous use of DSE for spells of an hour or more;
  - use is more or less daily;
  - there is a fast transfer of information between the user and screen; and
  - a high level of concentration is required.

### Policy

CLS endeavours to comply with [Safety Services' policy/guidance on DSE](#) and reduce the instances of DSE related injury/ill health to as low as is reasonably practicable by implementing the following arrangements. The primary objectives are to:

1. ensure all DSE users, official or otherwise, receive adequate training and instruction in safe use of DSE;
2. identify and register Official DSE Users and prioritise risk assessment of their workstations and implementation of any required corrective action;
3. ensure any instance of suspected DSE related injury/ill health is investigated and corrective action taken without delay.

### Arrangements

- a) Line Managers are responsible for ensuring their group/team members follow these arrangements and cooperate with DSE Assessors.
- b) Research Laboratory Managers automatically assume the role of DSE Assessor for their area unless they have subordinates to whom the task may be delegated. Outwith the research labs, Line Managers are responsible for appointing an adequate number of DSE Assessors to cover their area. The Health & Safety Working Group monitor the College's complement of DSE Assessors and have the authority to appoint DSE Assessors if Line Managers fail to do so.
- c) During completion of the [H&S Basic Training Checklist](#) (part of all new starts' H&S induction), the [BTC Trainer](#) will (1) identify all prospective DSE users and notify the relevant DSE Assessor in order for them to arrange to carry the necessary assessments and (2) identify all Official DSE Users and notify the [H&S Information Officer](#).
- d) The H&S Information officer must ensure Official DSE Users are aware of their [entitlement](#), have access to all the relevant guidance and are advised to get annual eye/eyesight tests.

*The University will provide Official DSE Users with single vision corrective glasses in a limited range of frames from an appointed optician if the prescription is needed **solely** due to the use of DSE a work. Alternatively, a contribution equal to the cost of such single vision glasses will be made towards suitable glasses of the employee's choice.*

- e) All DSE users must read [Safety Services' DSE guidance](#) and go through the training module on [My Dundee](#). (Log in with your Novell username and password then select "Display Screen Equipment Safety" from the My Groups and Communities menu.)
- f) DSE Assessors must carry out risk assessments at the earliest opportunity. This is especially important for those identified as Official DSE Users. Once an initial risk assessment is completed, the Assessor will issue a copy to the workstation user and send the original to the H&S Information Officer. The user is now responsible for notifying the DSE Assessor of any significant change that may prompt a review of the assessment.
- g) DSE Workstation risk assessments will be retained by the H&S Information Officer for as long as they are valid and for at least 3 years.
- h) Any instance of known or suspected DSE related ill health or injury must be reported to the [H&S Coordinator](#) immediately. The Coordinator will initiate a thorough investigation and, if necessary, notify Safety Services and refer the individual concerned onto Occupational Health.
- i) Required corrective actions, identified during the risk assessment process, that are relatively straight forward and easy to complete should be carried out as soon as possible by the individual to whom the assessment relates, with the DSE Assessor providing assistance and advice as required. More complicated or costly actions, especially those relating to Official DSE Users or suspected injury/ill health cases, should be referred on to the H&S Coordinator or Information Officer without delay.
- j) The College will provide standard office/lab furniture. Line Managers are expected to pay for special furniture or accessories required by DSE users within their team/group. Disputes over payment will be referred to the College Secretary.
- k) The CLS Health & Safety Working Group will carry out regular inspections to check that risk assessments are being completed and kept current. Instances of gross non-compliance will be reported to the Health & Safety Management Committee.
- l) CLS IT staff are expected to (1) remind personnel of the requirement for DSE training and risk assessment when they set up new computer systems and (2) advise individuals buying laptops to use a docking station whenever possible.

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## Additional DSE Guidance

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- **Remember: any instance of known or suspected DSE related ill health or injury must be reported to the [H&S Coordinator](#) immediately.**
- DSE Assessors must **prioritise sensibly** to make best use of the limited time/resources available to them. Start with risk assessments and corrective action for people who have suspected DSE related injury/ill health and those who qualify as Official DSE Users. This is especially relevant in relation to individuals who underwent H&S induction before this policy/guidance came into force. Assessments for those who fall into the high risk categories must take priority and others will have to wait until time allows.
- If a workstation is used by several people, e.g. to place orders, search the web or check email, it may be more appropriate to complete a DSE Workstation [checklist](#) for the workstation rather than a [risk assessment](#) for each user. The risk assessment takes the individual characteristics of the user into account; the checklist does not. DSE Assessors are required to use their discretion. If you are in doubt, consult the H&S Coordinator or [Information Officer](#).
- There may be instances when a DSE risk assessment/checklist is not required, e.g. a workers job does not involve the use of DSE or use of DSE is very brief and infrequent. If you are in doubt, consult the H&S Coordinator or Information Officer.
- A register of Official Users will be kept by the H&S Information Officer. If your name is included in this register you are advised to get an eye/eyesight test on an annual basis. Note all standard eye/eyesight tests in Scotland are now free of charge.
- Official DSE Users who want to take up the free prescription spectacles offer must complete a [DSE User Definition form](#) and submit it to Safety Services before approaching the appointed optician. The User should answer questions 1 to 6 then submit the form to the H&S Information Officer who will complete section 7 and send the completed form to Safety Services. Note: the form is not ideal, therefore, if an individual feels they should be classed as an Official User, regardless of how few "yes" answers they have given, make a note of this on the form. Bear in mind, the optician must agree that prescription spectacles are required solely due to use of DSE at work.
- [Idealised Posture diagram](#)
- [Minimum Requirements for Workstations](#)
- [Safety Services DSE Training Presentation](#)
- [HSE Leaflet on Working with VDUs](#)
- [How posture affects disc pressure \(ASD poster\)](#)
- [How to sit correctly \(ASD poster\)](#)
- [Using a mouse \(ASD poster\)](#)

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