

## **Elliott Nash Limited DSE/VDU Procedure (SHE 12)**

### **Introduction**

As a responsible employer, we recognise our duties under the Health & Safety (Display Screen Equipment) Regulations 1992. Therefore, we have introduced a procedure that applies to all users of computers within the Company.

A user is someone who regularly or habitually uses display screen equipment, where it forms an essential part of the work undertaken or where it is a specific requirement of the post, and where the normal daily use of equipment is for periods of two hours or more.

Operator – self-employed person who works at an employer's workstation and whose use of DSE would define them as a user if employed. (For example an external auditor).

DSE Workstation – the computer screen, keyboard, other parts of the computer and its accessories, such as mouse or other input device, the desk, chair and the immediate work environment.

Hot Desking – the use of a workstation for a temporary session.

Home working - Where the normal work base is the home rather than a ENC office and where a significant proportion of working hours are spent working at home.

### **Information about DSE Assessors**

DSE assessors are needed to perform a more detailed risk assessment if this need is identified following self-assessment by the user. A sufficient number of suitably qualified persons need to be appointed and trained, specifying for which work area/location and workstations they are responsible.

DSE assessors should be competent in the following:

- Understand the DSE regulations
- Understand the principles of office safety and recognise unsafe work layouts, environments and practices
- Draw conclusions as to the risk of injury and to identify where, and what type of corrective action is required
- Decide when more information and help is needed and know who to contact
- Communicate the findings of the assessment to appropriate personnel.

The following ENL individuals are deemed competent to undertake DSE Assessments;

Birmingham: Sharon Jones

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## Information, Training and Self-Assessment

Controlling DSE risks in the workplace involves assessing workstation ergonomics, environmental conditions and the duration and intensity of the tasks. All these factors should be taken into account so that the risks can be reduced to the lowest level reasonably practicable.

Training and information about the risks of working with display screen equipment is provided to each individual via the 'DSE Safety' presentation. This is a PowerPoint presentation that covers the health effects of DSE

The training is directed towards reducing the risks of visual difficulties, stress and muscular-skeletal problems in the upper limbs and back.

Employees using portable DSE without access to the intranet facility can have the presentation and assessment form E-mailed to them by the Safety Advisor.

The principle of workstation ergonomics is to ensure that the task is adapted to the worker, not the worker to the task. The views of the person using the workstation should be obtained (self-assessment) before concluding the risks they face.

If DSE-related health problems such as neck/shoulder/arm/wrist aches and pains, visual problems or headaches are reported via the self assessment then further assistance should be sought from the Safety Coordinator.

One of the main causes of DSE-related health problems is prolonged use without breaks. Line Managers should encourage and enable staff to take regular breaks from DSE use, either to do other tasks or just to change position and have a good stretch.

## Eye Tests

Working with DSE does not cause damage to the eyes but may make people more aware of existing problems or defects. It is advised that individuals have their eyes tested prior to commencing work on DSE. The Line Manager should ensure that this has been received and inform employees that they have the offer of eye tests on request if:

- they are new employees defined as DSE users.
- they will become a user.
- a user experiences visual difficulties while working with DSE.

Staff wishing to receive an eye test can arrange this by contacting Sharon Jones Office Manager who holds eye test vouchers.

## HSE Guidance – Eye Tests and Spectacles Question

**Am entitled to an eye test as I work on DSE - how do I get one? And does my employer have to pay for DSE spectacles?**

You are entitled to ask your employer to provide an eye test if you are an employee who habitually uses DSE as a significant part of your normal work. This is a full eye and eyesight test

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by an optometrist (or a doctor). Your employer should arrange for your test and should tell you how to apply. Your employer will only have to pay for spectacles if the test shows you need special spectacles (e.g. ones prescribed for the distance the screen is viewed at). If your ordinary prescription is suitable for your DSE work the employer does not have to pay for your spectacles.

### **Provision of Spectacles**

If an eye test reveals that a DSE user requires spectacles specifically for DSE work, ENL will give a set contribution of £45 in line with Company Policy.

### **Workstation Assessments by DSE Assessors**

A more detailed workstation assessment by a DSE Assessor may be required if problems have been identified on the self-assessment. The Assessor should;

- Consult the user/operator about the duration and intensity of their work, the working environment and the workstation components.
- Summarise the risks and describe the corrective actions recommended.
- Send the completed checklist to the Line Manager.

### **Hot Desking**

Staff who are logging on to an unfamiliar workstation for a temporary session should go through the 'DSE Safely' presentation and adjust the workstation appropriately. If they have not been through "DSE Safely" presentation on their normal workstation then this should also be done in order to train them in the safe use of Display Screen Equipment. It is not necessary to do a user assessment under these circumstances unless a significant risk is identified. It is a management responsibility to ensure that extra equipment such as a document holder or footrest is available so that different users can adjust the workstation to suit them.

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