

ELLIOTT NASH LIMITED

DSE Presentation

Display Screen Equipment



The common questions often asked:
Can my VDU affect my health?
Am I at risk from using my VDU?

- VDU's often blamed (wrongly) for many health problems!
- Small proportion of users actually suffer ill health.
- Problems caused by the way we use VDU's - not VDU's themselves.



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Are Aches and Pains caused by using VDUs

WHAT ABOUT "RSI"?

Users can get aches and pains in their:

- **HANDS**
- **WRISTS**
- **ARMS**
- **NECK**
- **SHOULDERS**
- **BACK**



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- Repetitive Strain injury (RSI)
- Popular Term for all the aches & pains we suffer - but it could be misleading to some users.
- Better medical term is:-
- Work Related Upper Limb Disorders!
- Normally they do not last
- In some users they may become persistent or even disabling.



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- Can we avoid these aches & pains?
- Normally caused by a physical condition!
- Could be induced by Stress!
- Good workstation design and better working practices will help avoid problems

Prevention is better than the cure if taken at the earliest stage.

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Other perceived hazards include:

- **Harmful radiation**
- **Epileptic fits**
- **Skin disorders**



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The Health and Safety (Display Screen Equipment) Regulations 1992

Who is affected – all staff habitually using VDUs for a significant part of their working day

1. No discretion on use or non-use
2. Use the screen for at least an hour day
3. High levels of concentration needed
4. No readily available alternative



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Employers Responsibilities

To analyse the workstations and to assess and reduce risks

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The Workstation



General Environment

Space, lighting, heat, humidity, noise



Work Chair

adjustability

Display Screen

Positioning and controls



Work Desk

Dimensions, shape and surface finish

Peripherals

Ease of use, noise



Software

Suitability and ease of use



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- People come in all shapes and sizes.
- Workstations should be adjustable to meet the needs of the user

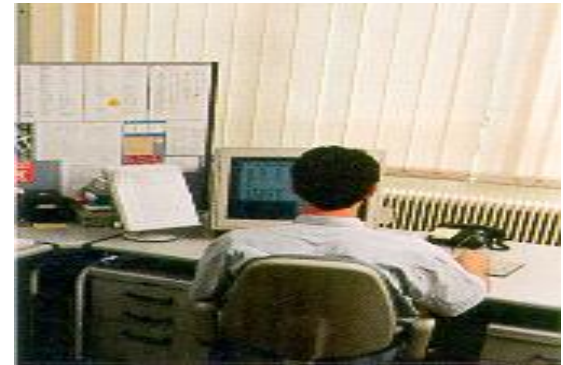




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Is the environment around the workstation risk-free?

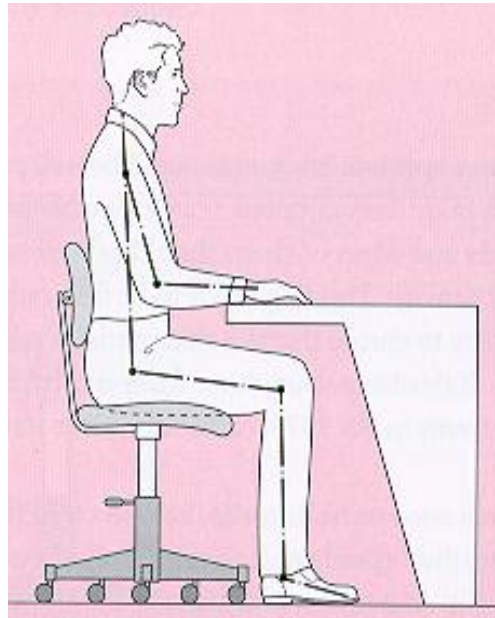
- Is there enough room to change position and vary movement?
- Are the levels of light, heat and noise comfortable?
- Does the air feel comfortable?



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The Chair

- Set the height of the chair so your feet are comfortably flat on the floor with your thighs horizontal



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The Chair

- Adjust the back rest so that it fits comfortably into and supports the lower curve of the back
- Adopt a relaxed upright posture or leaning slightly back



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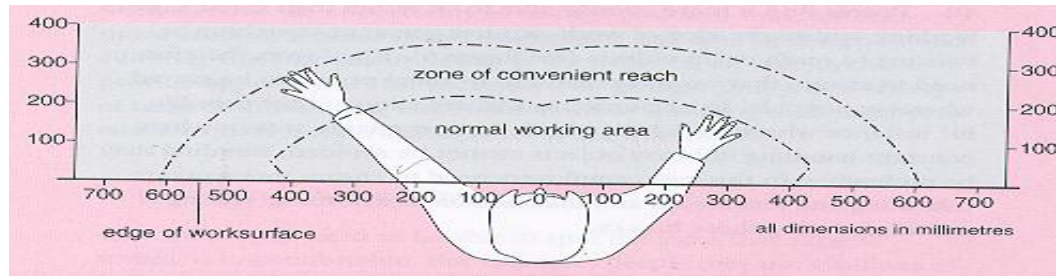


The Desk

- Ideally the desk should be just below elbow height
- Raise your chair until you are properly positioned
- You may need a foot rest

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- You must have sufficient desk space to carry out your tasks
- Try to organise your work layout so that the most frequently used objects are within easy range



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The Screen

- The screen should be roughly at arm's length
- Move it slight closer or away depending on your focal range



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- The top of the screen should be level with or slightly lower than your eyes



Your most comfortable viewing zone is 30-40 degrees below the horizontal.

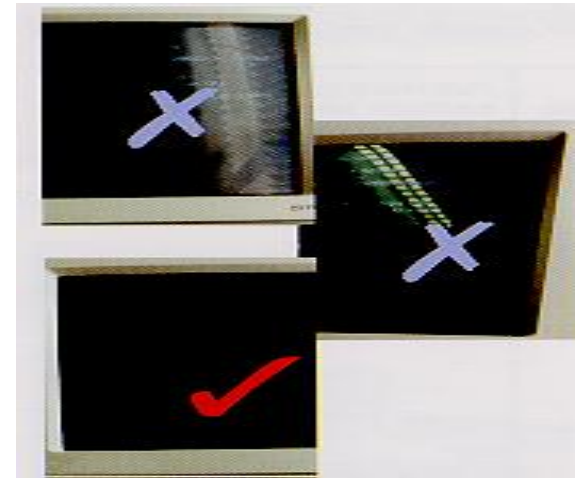
- Tilt your screen so that it is at right angles to this normal line of sight

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Compromise!!

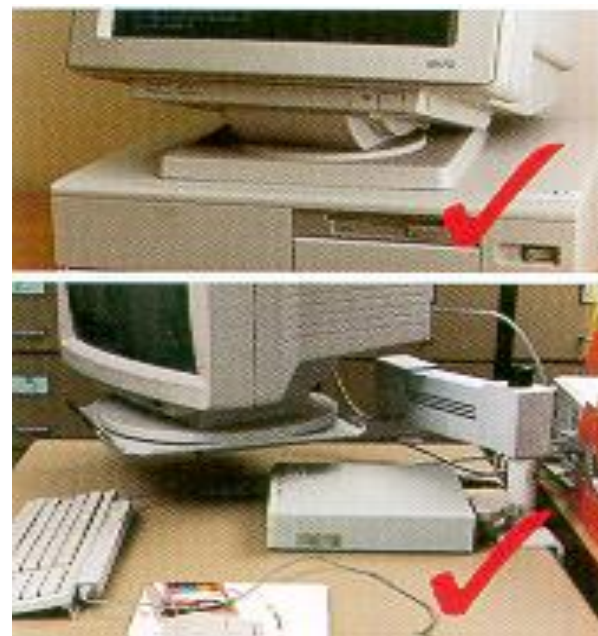
- Tilt the screen to prevent reflections from overhead lights or windows
- Blinds or the position of your workstation may need to be adjusted to reduce glare caused by sunlight



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- Are the brightness and / or contrast adjustable?
- Does the screen swivel and tilt?
- Are the characters readable?
- Is the image free of flicker and movement?

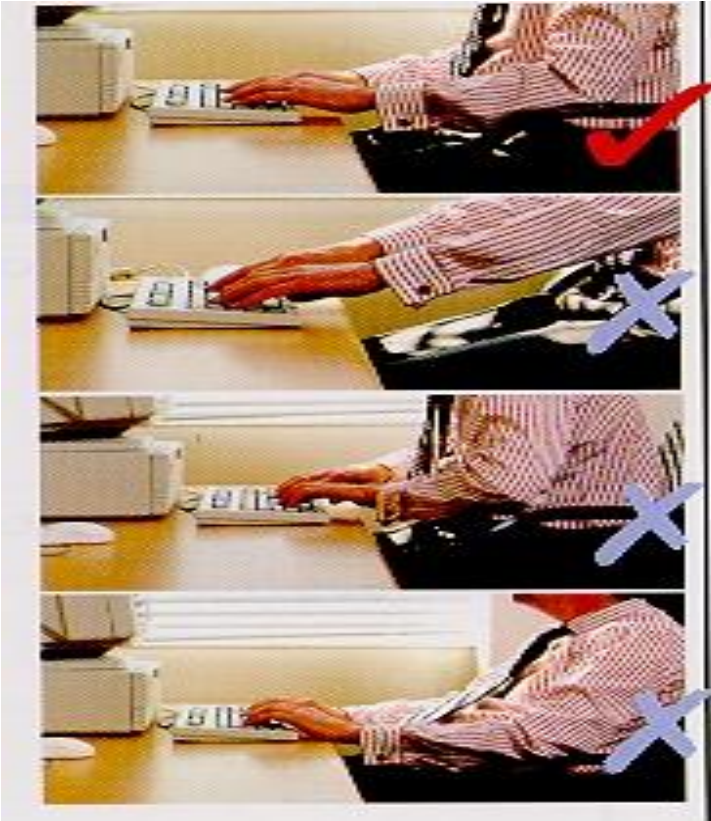


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The Keyboard

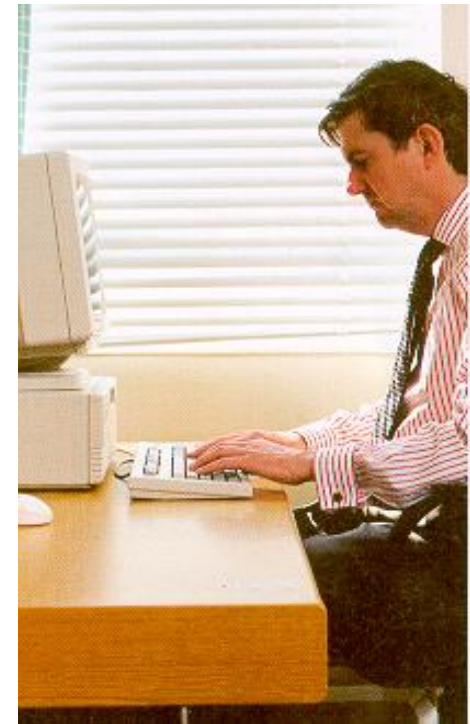
- Is the Keyboard tiltable?
- Can you find a comfortable keying position?



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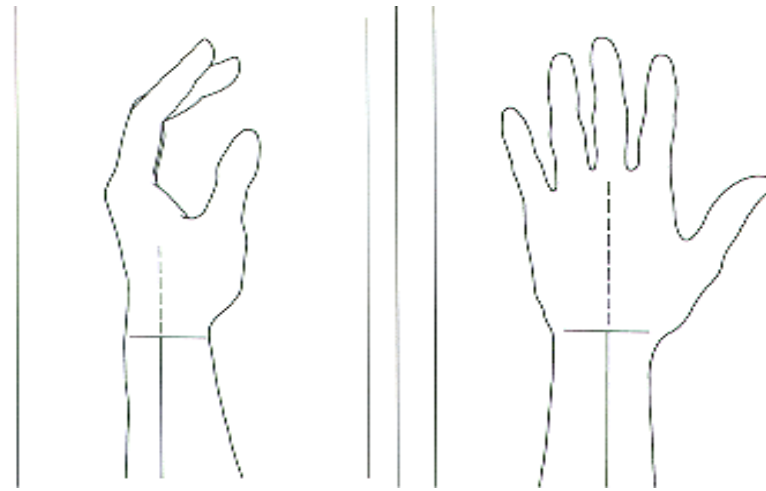


- Position your keyboard so that there is sufficient room to rest your hands during pauses in keying
- Are the characters on the keys easily readable?
- Is the keyboard glare free





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Remember to keep hands and wrists in line with your forearm



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- Can using a mouse cause problems?
- Intensive use of a mouse or trackball may well cause aches & pains to the:-

- **FINGERS**
- **HANDS**
- **WRISTS**
- **ARMS**
- **SHOULDERS**

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- When using a Mouse,
- Keep the mouse within reach,
- Keep the wrist straight when “mousing”,
- Maintain good space around the mouse,
- Don't grip the mouse & rest fingers lightly, don't press too hard,



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- How long should I work before taking a break?
- No legal limit
- Depends on the type of work
- Short frequent breaks are the best option
- Opportunities to do something else readily available
- Should have planned breaks which should include other office activities - filing/phones, making drinks, etc



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- What can be done to reduce Stress in VDU work?
- Usually caused by the pace of work and deadline pressures. *Not by the VDU itself!!!*
- Using VDU's can often reduce stress for some users!
- Others feel more stress using VDU's due to poor software, lack of individual control over the process or even lack of user competence.

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- I use a laptop - can I take any precautions?
- Design of laptops compromises users due to screen size and keyboard size - makes prolonged use less comfortable



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- Getting it Right
- How can you help yourself?
- Make full use of the equipment provided
- Make yourself comfortable by adjusting the equipment.
- Get advice if you are not sure.



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Getting Comfortable

- Adjust your chair (forearms horizontal & your eyes level with the top of screen)
- Ensure sufficient work space
- Zone your desk equipment
- Arrange the desk to avoid glare & reflections on the screen
- Ensure adequate space under the desk
- Avoid excess pressure on the backs of the legs and knees, a footrest may help achieve this

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The Screen

- Adjust the contrast and brightness controls to suit
- Ensure a clean screen
- Set up the text in the most suitable size and colour-
select colours that are easy on the eye
- Look for sharply focused characters with no flicker

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Posture

- Don't sit in the same position for long periods
- Change your position often
- Movement is necessary and is also desirable
- Avoid stretching to reach items - organise the zones
- If posture is poor then aches & pains may follow





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- Are you keying correctly
- Hands shouldn't be bent at the wrist
- The keys should only be touched softly
- Do not over stretch the fingers





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Does the furniture 'fit' the work and the user?

- Is the chair stable?
- Do the adjustment mechanisms work?
- Are you comfortable?



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- It takes time to settle into a new workstation.
- You may have to try a variety of positions before you are satisfied with the arrangement



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- Maintaining good posture helps to alleviate the problems it also pays to vary your movements by carrying out different tasks
- Simple stretches and exercises help to relieve stress and muscle tension



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- How do we avoid potential problems?
- BY GOOD WORKPLACE AND JOB DESIGN.
- BY THE WAY WE USE THE VDU & WORKSTATION.

This means that all VDU users need to be assessed and advised on how to best use the workstation and achieve optimum safe conditions!

Any Questions

