

# A Free Tool Box Talk From Safetyphoto

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# Display Screen Equipment (DSE)

## Tool Box Talk

# Course Outline

- Safe use of DSE
- State key legal requirements
- Hazards associated with DSE

# What is display screen equipment?

- Usually part of a computer system
- Screen
- Keyboard
- Input devices



# Potential health risks

- Visual discomfort
- Upper limb disorders
- Repetitive Strain Injury
- Aches and pains
- Eye strain
- Fatigue
- Stress



# Reasons for potential health risks

- Concentration
- Close visual work
- Extended periods of sitting
- Prolonged use of hands, wrists & fingers
- Posture
- Poor working environment
- Poor management of workload

# The legal position



# Responsibilities

## Employer

- Assess risks
- Correct desk and layout
- Adjustable equipment
- Working environment
- Eye sight tests
- Organise workloads
- Information & training
- Investigate problems

## Employee

- Follow safety rules
- Follow safe systems of work
- Adjust workstation properly
- Posture
- Rest breaks
- Housekeeping
- Hazard/incident reporting

# ‘Definition of user’

An employee to whom all or most of the following apply;

- Job requires DSE
- No choice as to use of equipment
- Need for significant training or skills
- Used for continuous spells
- Used most days
- Have to input data quickly & accurately
- Requires attention & concentration

# Workstation

- Display screen
- Accessories
- Chair
- Work surface
- Telephone
- Document holder
- Desk lamp
- Footrest



# Laptops

- Tasks used for
- Temporary workstation
- Prolonged use - docking station
- Permanent work station
- Use at home



# Workstation - Screen

- Well defined characters
- Stable image
- Brightness and contrast adjustable
- Swivel and tilt
- Free from glare



# Monitor Positioning



- Monitor in front of keyboard
- Top of monitor at eye level
- Arm's length away
- 10° backward tilt

# Monitor Positioning

- Bifocal/trifocal wearers may tilt their head backward
  - Lower monitor so head is held straight
  - Purchase new lenses specifically for computer use
- Screen considerations
  - Adjust brightness throughout the day
  - Keep the screen clean



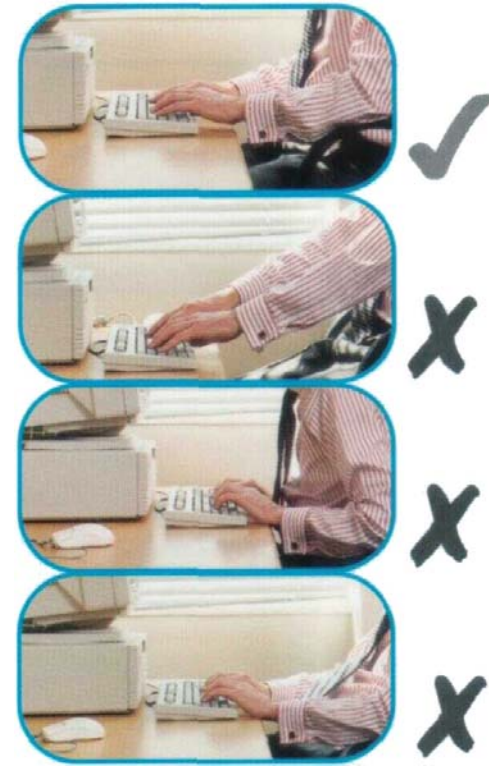
# Glare



- Can cause eye strain/headaches
  - Position monitor between overhead lights and perpendicular to windows, or
  - Select a glare screen for the model and size of monitor?

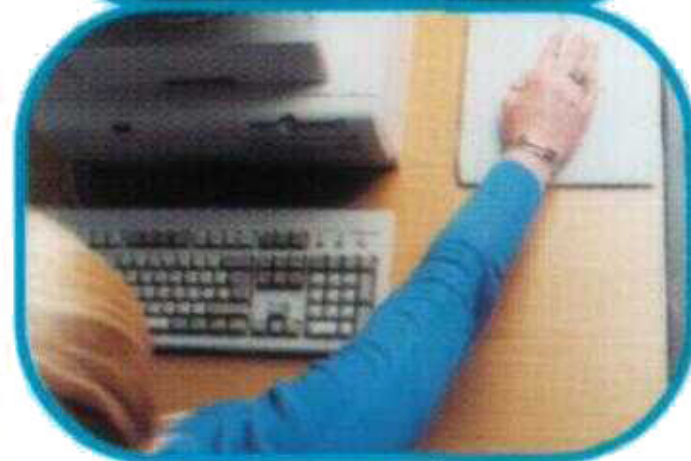
# Workstation - Keyboard

- Tilttable
- Separate from screen
- Legible key symbols
- Space in front for wrist support



# Workstation - Mouse

- Position
- Over stretching ?
- Level surface
- Prolonged use
- Left/Right handed?



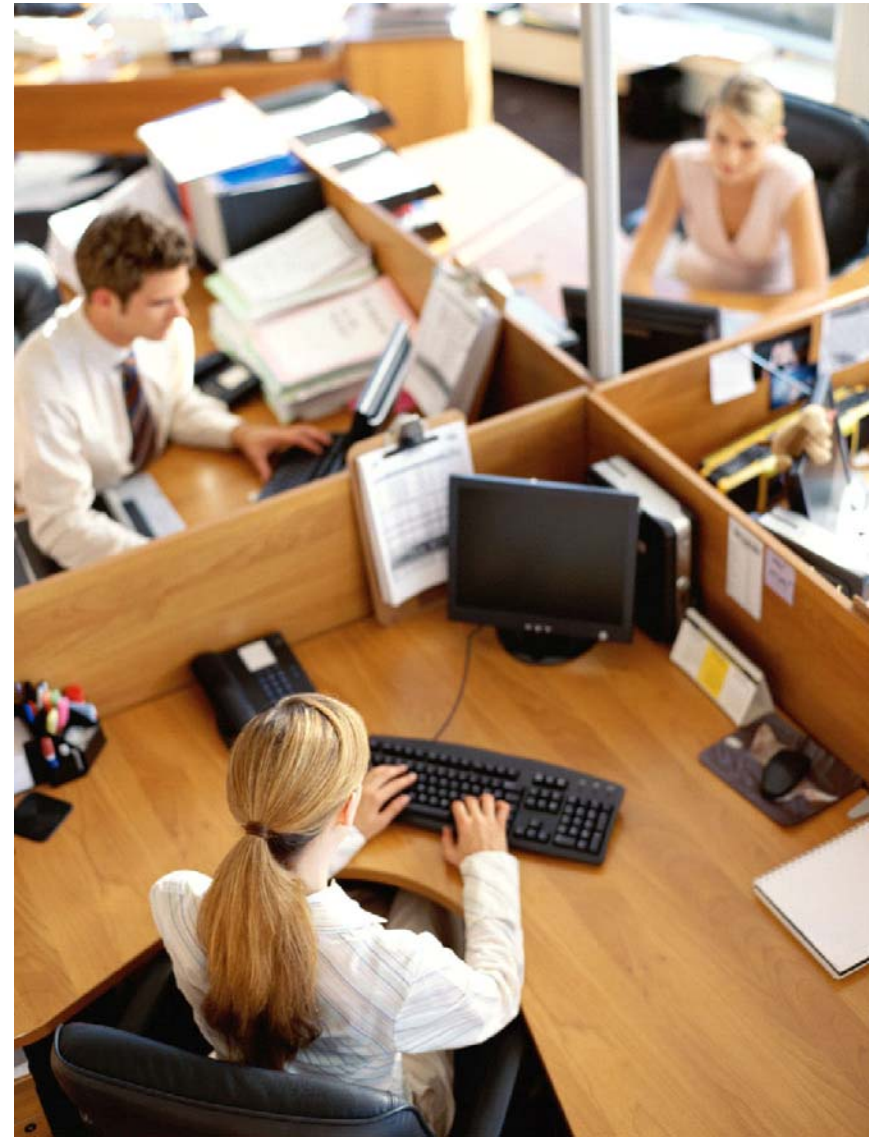
# Mouse – Common Complaints



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# Workstation - *Work Desk*

- Sufficient size
- Low reflective surface
- Allows for arrangement of all equipment
- Document holder - stable/ adjustable



# Workstation - Work Chair

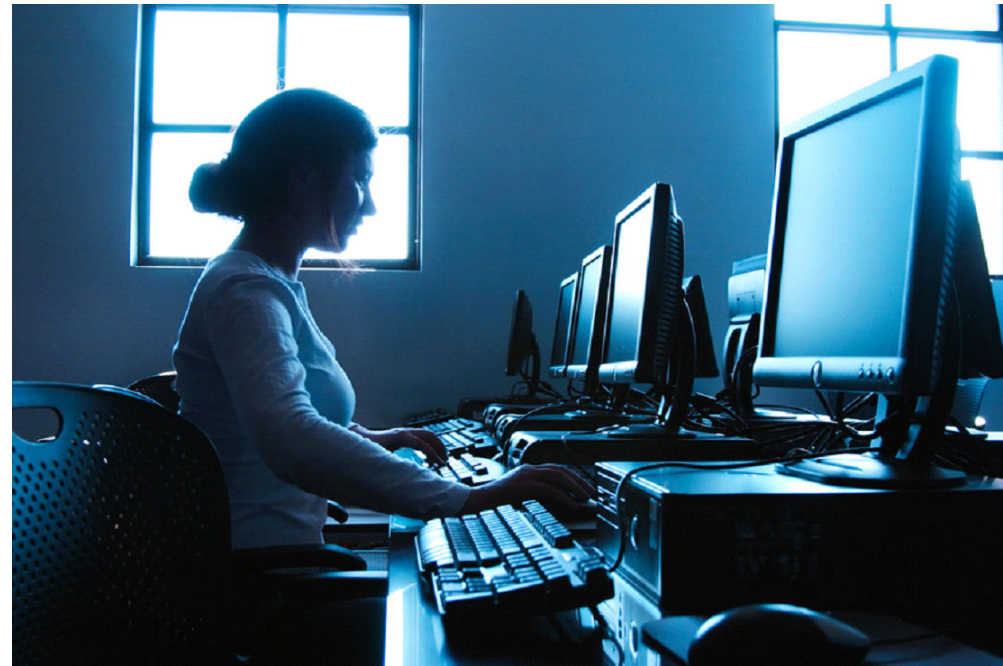
- Stable
- Allows freedom for movement
- Adjustable in height
- Back adjustable in height & tilt
- Footrest, if required



# Workstation - Environment

## *Lighting*

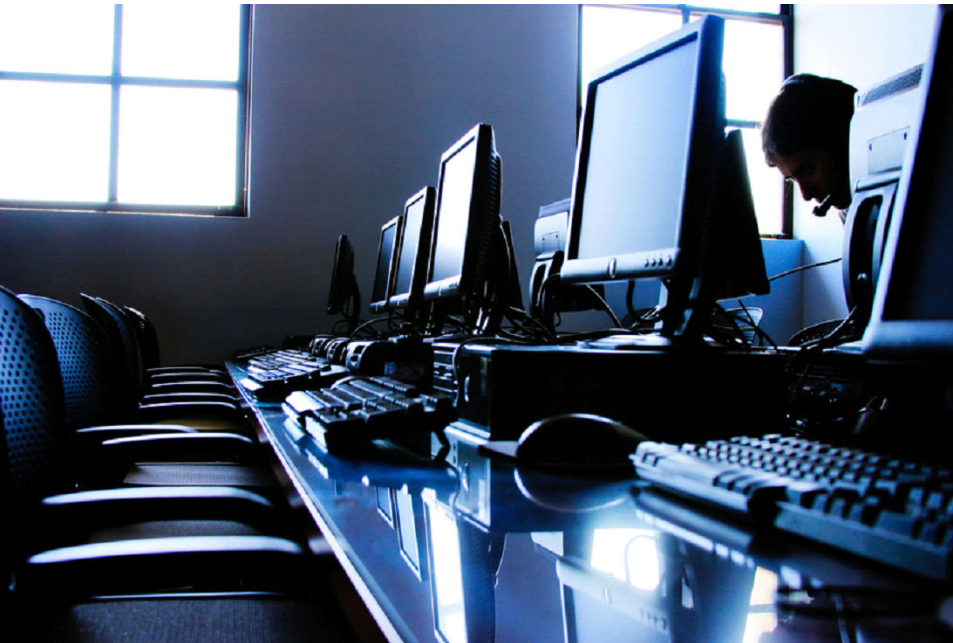
- Satisfactory
- Contrast between screen / background
- Not distracting



# Workstation - Environment

## *Reflections & glare*

- No direct glare
- No distracting reflections
- Window blinds



# Workstation - Environment

## *Noise*

- Not excessive
- Not distracting
- Speech not disturbed

## *Heat & humidity*

- No excessive heat
- Sufficiently warm
- No draughts
- Good level of humidity

# Workstation - Environment

## *Radiation*

- No real health hazard
- Reduced to negligible levels
- Modern equipment

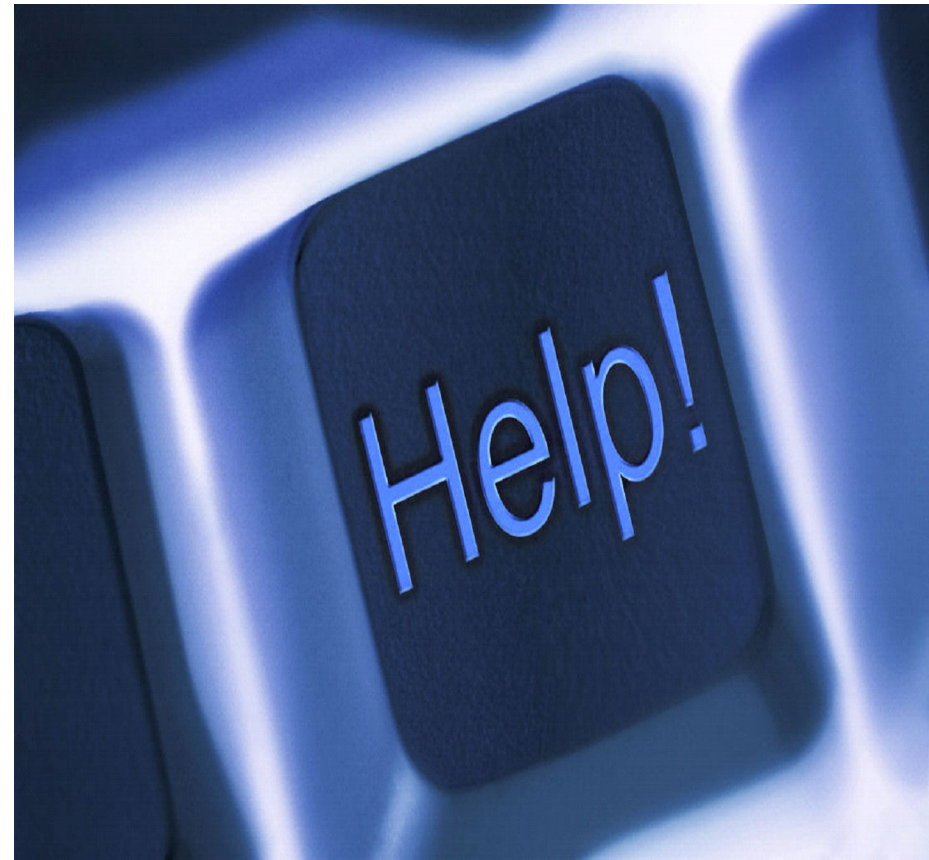
## *Space*

- Sufficient
- Manoeuvrability
- Flexible



# Workstation - Software

- Suitable for the task
- Easy to use
- No checking facility without operator's knowledge
- Acceptable format and pace



# Training requirements

- Upon recruitment - induction
- Change of job or responsibilities
- Introduction of new equipment / technology
- Modification of equipment



# Work routines - breaks

- Before onset of fatigue
- In 'work' time
- Short & frequent
- Non-DSE related tasks
- Away from the screen



# Health issues

## *Eye and eye sight tests*

- Request free eye sight test
- Employer can specify Opticians
- Free glasses for DSE work, if specified by Optician

## *Pregnant women*

- No conclusive evidence of harm
- Work to be assessed
- Additional adjustments to workload, breaks, layout etc...

# User responsibilities

- Is the chair at the correct height?
- Is the screen at the correct height?
- Arms horizontal with keyboard?
- Are feet flat on floor/footrest?
- Is backrest supporting the back?
- Are you sitting in an upright posture?

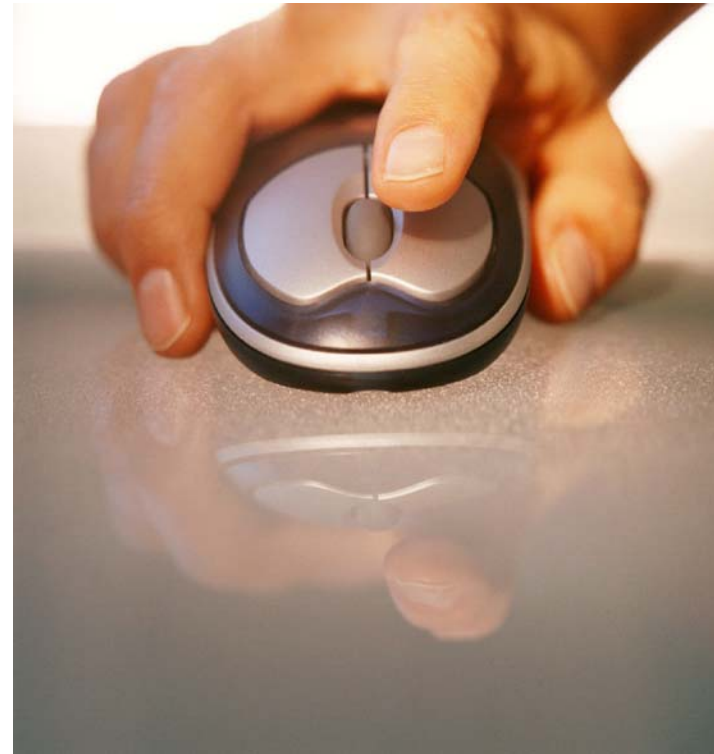


# User checklist

- Seat height
- Seat tilt
- Use of arm rests
- Support for wrists
- Footrest
- Keyboard position
- Keyboard height
- Keyboard slope
- Screen position
- Glare/reflections
- Sufficient desk space?
- Mouse accessible and comfortable
- Are you sitting comfortably?

# Has the work station been assessed?

- Carried out by the 'employer'
- Assessments to be reviewed periodically or when things change



# Assessing workstations

- All 'user' workstations
- Are they suitable for use?
- Are work routines OK?
- Is the user sitting comfortably?
- Are people aware of what can be done?
- Can any improvements be made?



# Solving common problems



# Solving common problems



# Solving common problems



# Summary

- Identify potential users
- Carry out initial assessment
- Identify any problems
- Suggest improvements
- Provide information to users