

Display Screen Equipment (DSE) is generally safe, but if used incorrectly it can give rise to problems such as muscular strain injuries (in the neck, arms, hands and back), eye strain, headaches and general fatigue. The simple, but essential, steps given below should prevent such symptoms being experienced by your staff due to the use of DSE. You may find them useful as a safety check list.

STEP 1

Carry out an assessment of all DSE and associated workstations. Ask your staff if they have experienced any problems when using DSE.

STEP 2

Take steps to minimise any problems identified by the above assessment (see steps 3-9).

STEP 3

Provide workstations (screens, keyboards, chairs etc.) which are fully adjustable and which provide sufficient space to allow staff to change position often.

STEP 4

Provide additional accessories such as footrests, anti glare screens and document holders if necessary to minimise any problems experienced.

STEP 5

Where possible, position DSE so as to avoid any glare or reflections on the screen (e.g. position at right angles to windows and between rows of fluorescent lights). Window blinds and/ or desktop lamps have often been used to solve problems of glare.

STEP 6

Organise work activities and schedules, to allow those staff who use DSF for prolonged periods to move away from the screen frequently (e.g. to do some photocopying or filing), or allow for sufficient breaks.

STEP 7

Train all staff in the safe use of DSE, particularly in the proper adjustment of equipment and furniture and the need to take frequent breaks from the screen and to adjust their position often.

STEP 8

Provide user friendly software and train staff in it's operation.

STEP 9

Provide a healthy office environment with levels of ventilation and relative humidity that are comfortable and in which noise levels are minimised.

Document Holder

At same height, angle and distance from screen

Keyboard

Separate from screen

Adjustable tilt

Keep wrists straight, elbows at 90 degrees and arms parallel to the floor

Screen

Position at a comfortable angle and distance

Adjust brightness/contrast/distance/angle, if causing eye fatigue

Position at right angles to windows and

Avoid glare from fluorescent lights.

Keep clean



Desk

Large enough to allow you to change position

Sufficient leg room

Uncluttered Chair

Adjustable height and backrest

Good lumbar support

Adjust to allow feet on floor (or footrest);

Back straight, and arms to rest at right angle to the desk.

For Further Information:

Display Screen Equipment Work Guidance on Regulations
Health and Safety Executive(ML.)

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