



A STEP-BY-STEP GUIDE TO ASSESSMENT OF DISPLAY SCREEN EQUIPMENT (DSE)

Definitions

Display screen equipment (DSE)

- any alphanumeric or graphical display screen and includes not only computer equipment but also microfiche, liquid crystal displays and process control equipment. **The definition does not include television sets unless they are in use for activities such as editing of material.**

User/ Operator

- a person who habitually uses display screen equipment as a significant part of his or her normal work'.

Workstation

- an assembly comprising display screen equipment, optional accessories to the display screen equipment, disk drives, modems, printers, telephones, document holders, chair, work desk or work surface or any other item peripheral to the DSE and the working environment around the DSE.

Are you a DSE 'user'?

- Are you a Diocesan Employee?
- Do you use computer or display screen equipment as a significant part of your normal work.

If you can answer **YES** to both of these questions, then you are probably a DSE 'user'. Some examples of DSE users are admin staff, secretaries, accounts enquiry operators employed on mainly full time display screen use.

When are assessments required?

Whenever:

- you have been allocated a new workstation
- the workstation is relocated
- new hardware is introduced
- new furniture is introduced
- working practices are altered or new software is introduced
- significant changes are made to the lighting
- the workstation is to be used by a different operator
- at regular intervals e.g. Every 2 years

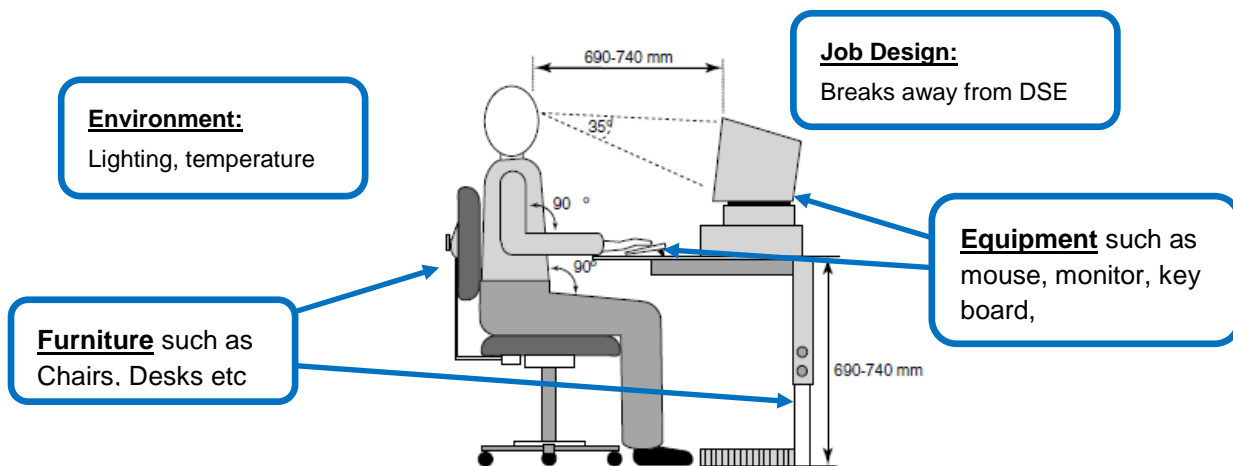
Who should carry out assessments?

A self assessment must be undertaken by the user as soon as they start working with display screen equipment. This will identify that they are a user and whether an eye sight test is appropriate at this stage.

The information provided in this leaflet, should equip most individuals to undertake a competent assessment.

What is included in the assessment?

The assessment should consider the workstation including furniture, equipment, the working environment and the job design.



OK, so how do I do an assessment?

By following the simple 12 steps laid out below most staff should be able to carry out an assessment of a DSE workstation competently.

Print out the Computer Workstation Assessment Checklist and use it to record your findings. This guide will help you consider firstly the furniture and equipment that comprises the workstation. It will then give some guidance on making adjustment to the workstation to suit the individual user.

Now work through each of these steps - but remember, if you are in any doubt about what you are doing - STOP - and seek assistance from the Diocesan H&S Administrator or the Diocesan IT manager.

The 12 Steps to Workstation Set up

1. Seated Posture	<ul style="list-style-type: none"> • Adjust the chair back angle for support; this should be fairly upright when typing. • Adjust the chair back height to give support to the small of your back. • Adjust the seat height so that your elbows are just above the desk (relaxed shoulders, vertical upper arms, elbows bent at right angles). • Your wrists should be in a relaxed, neutral position over the keyboard. • Ensure armrests do not prevent you getting close enough to the desk or obstruct your elbows whilst typing. If necessary, request that armrests are removed. • Your thighs should be approximately horizontal. • If thighs are not horizontal or your feet are not flat on the floor, use a footrest. • Ensure that there is no undue pressure on the underside of your thighs.
2. Input Devices	<ul style="list-style-type: none"> • The keyboard should be directly in front of you and at a distance to allow you to maintain relaxed shoulders, elbows at right angles and a neutral wrist posture. • Position your mouse close to the side of the keyboard and within easy reach. • Take your hand away from the mouse when not in use. • Use keyboard shortcuts as an alternative to the mouse.
3. Screen reflection & glare	<ul style="list-style-type: none"> • The screen viewing distance should be at approximately arm's length. • Screen height should prevent excessive movement of the head and neck. • Top of the screen at or just below eye level. This will depend on typing style, software used, glasses worn and tasks performed. Screen tilted back slightly. • Glare and reflections should be avoided by adjusting lights and closing blinds.
4. Local environment	<ul style="list-style-type: none"> • Lighting should be sufficient for the task. • Workplace temperature should be at least 16° C. Draughts should be reported • Noise that distracts or affects concentration should be reported.
5. Desk & drawers	<ul style="list-style-type: none"> • Your body position should be 'squared-up' to the desk. • Avoid sitting twisted. Shoulders should be in line with your hips. • Drawers, CPUs, waste bins, etc. should not obstruct your legs.
6. Document position	<ul style="list-style-type: none"> • Use a document holder or position documents to reduce head and neck movement, e.g. between the screen and keyboard
7. Equipment position & work area	<ul style="list-style-type: none"> • Place frequently used items within easy reach. • Don't cradle the phone between shoulder and chin. Hold the handset or consider a headset if you frequently use the phone and PC together. • Make sure the area around your desk is free from obstructions & trip hazards.
8. Workplace organisation	<ul style="list-style-type: none"> • Organise your work so that you that you have reason to get up out of your chair and away from your workstation at least once an hour, e.g. collecting documents, filing. • As far as possible, do not locate printers on your desk or within reaching distance. • Adopt a variety of postures throughout the day.
9. Vision	<ul style="list-style-type: none"> • Ensure you are aware of your entitlement to eye and eyesight testing (even if you already wear glasses) Have regular eye tests. The cost of eyesight tests will be met by the Diocese if employees use display screen equipment for more than 30% of their working day, and at least one hour viewing or keying per day.
10. Software	<ul style="list-style-type: none"> • Software should be suitable for the tasks performed. • You should understand how to use the software to perform the tasks required
1. Health Problem	<ul style="list-style-type: none"> • If you experience any aches or pains or headaches which you feel may be related to your workstation use, you should inform your manager in the first instance. Always seek medical advice about health concerns.
2. Other issues	<ul style="list-style-type: none"> • If you have any problems related to the use of any workstation, you must report them to your line manager or local safety coordinator as soon as possible.



If your workstation is set up similar to this then,
You have successfully and correctly setup your workstation.

Finally, assess the task

The final step in the assessment process is to assess the task being undertaken. Most tasks will incorporate breaks from using the DSE as a natural element of the work e.g. the need to move from the workstation to photocopy documents.

Where possible, work activities should be designed to incorporate a balance of work with DSE and other tasks. In jobs that require unavoidable long spells of intense DSE use (e.g. data entry) the work schedule must be designed to incorporate deliberate breaks. During these break periods the DSE user should not be expected to undertake any other task that entails similar activity with the hands or arms or that requires similar visual activities.

During breaks DSE users should be able to change their posture. They should also be encouraged to carry out exercise routines that include

- blinking
- stretching
- Focussing on distant objects.

The frequency, nature and duration of appropriate breaks will depend on the work task being undertaken, however the following guidance may assist in determining what is appropriate:

- Breaks should be taken to prevent fatigue, not to allow recovery
- Short, frequent breaks may be more appropriate than longer infrequent breaks, the timing of the break may be more important than its length
- Where possible, breaks should be taken away from the screen
- If practicable, individuals should be allowed some discretion over the organisation of their work. As an example: it may be possible to allow a member of office staff the flexibility to intersperse filing and photocopying duties with those of text input.



APPENDIX 1: DISPLAY SCREEN ASSESSMENT REGISTER

To be used by manager/ Safety Coordinator to keep a record of assessments carried out for Audit purposes. Keep this audit sheet with all the Computer & DSE assessments so that individuals have access to their own assessment.

LOCATION:

NAME	Date of assessment	Date for Review	Issues	Equipment Required	Date received