Display screen equipment policy

# Policy statement

The Health and Safety Display Screen Equipment Regulations 1992 apply to work with display screen equipment (DSE). The health, safety and welfare of employees is one of the highest priorities of the organisation, and it aims to exceed the minimum requirements of this health and safety legislation wherever possible.

Employees who work using DSE (display screen operators) are at risk of visual fatigue and spinal issues stemming from poor posture. This policy aims to protect them from these risks.

In this organisation: (CHECK ALL THAT APPLY)

[ ]

Risk assessments will be conducted to monitor the use of DSE and identify any control measures that need to be taken to reduce risk and minimise hazards. These control measures will then be provided, monitored and maintained.

[ ] Each individual DSE user and workstation will be similarly risk assessed in case any reasonable adjustments need to be made under the Equality Act 2010. This could include specialist IT equipment, or adapted chairs or workstations.

[ ] Workstation risk assessments will be reviewed on a regular basis, as well as whenever a change is made. Changes could include employees moving to different workstations, new employees being brought in to work on workstations, or a change in an employee's needs relating to their workstation.

[ ] Any employees who use DSE for more than an hour will be encouraged to take hourly breaks from DSE work. These can be rest breaks where no work is undertaken or a change of work activity to something that doesn’t require DSE.

[ ] All employees who use DSE will have access to a DSE safety checklist and information pack to ensure they know how best to use their DSE and workstations to minimise risk.

[ ] All employees required to use DSE for a significant part of their working time will be eligible for an eyesight test paid for by the organisation, as well as a contribution from the organisation to any glasses or contact lenses needed. The organisation will also make a full contribution to any corrective equipment needed besides ordinary glasses or contact lenses.

[ ] All new staff will be informed of this policy when they start with the organisation, and DSE safety will be included in health and safety training sessions.

# Responsibilities Line managers

Line managers are responsible for the health and safety of workers. They must:

* regularly carry out “a suitable and sufficient analysis” of workstations
* arrange for breaks and changes in the work of DSE users so they do not spend too long using DSE
* help employees access the eyesight tests and glasses they are entitled to, with the organisation contributing to costs
* arrange for adequate health and safety training to be provided to DSE users
* make sure DSE users are informed about health and safety measures that have been enacted regarding their workstations

# Employees

Employees must:

* participate in all training
* inform management if there are any issues with their equipment, or if they are dealing with any discomfort or health issues brought on by DSE use
* comply with the systems, accessories and equipment that exist to protect from the damaging effects of DSE use

# Monitoring and review

Risks that could arise from use of DSE will be continuously monitored and assessed. Whenever a risk is identified, appropriate steps will be taken to provide training, control measures, equipment, or anything else necessary to minimise any harm.

# Responsibility

is responsible for implementing this policy and delegating any roles regarding it, as necessary.

Signed

Date

Review Date (recommend 3 years)