

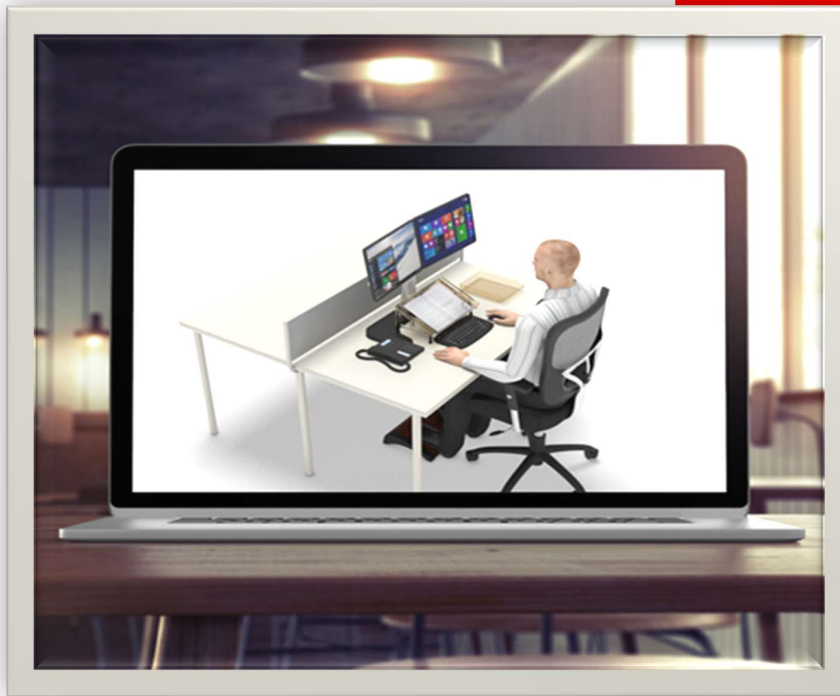
Catena

Inspection & Engineering Services Ltd
Lifting Solutions & Supplies

www.catenais.co.uk

CHS005

DISPLAY SCREEN EQUIPMENT POLICY



DISPLAY SCREEN EQUIPMENT POLICY

Links

The following documents are closely associated with this policy:

- Health and Safety Policy
- DSE User Self-Assessment

Document Owner:	Matt O'Mara
Document Lead:	Kat Moss
Document Type:	Policy
For Use By:	Catena

UNCONTROLLED WHEN PRINTED

Document Title: Display Screen Equipment Policy		Page 1 of 12
Document Ref: CHS005	Issue No: 1	Date: 03/21

[Back to Contents](#)

Version Control	Document Location If using a printed version of this document ensure it is the latest published version. The latest version can be found on the company Intranet site.
------------------------	--

Version	Date Approved	Publication Date	Approved by	Summary of Changes
1	19/03/21	19/03/21	MOM	None

UNCONTROLLED WHEN PRINTED

Document Title: Display Screen Equipment Policy	Page 2 of 12	
Document Ref: CHS005	Issue No: 1	Date: 03/21

[Back to Contents](#)



CONTENTS

Introduction	4
Objectives	4
Scope	4
Definitions	5
Responsibilities	5
Implementation	6
Appendix 1	11
Appendix 2	12
Example DSE Self-Assessment	13

UNCONTROLLED WHEN PRINTED

Document Title: Display Screen Equipment Policy		Page 3 of 12
Document Ref: CHS005	Issue No: 1	Date: 03/21

[Back to Contents](#)

INTRODUCTION

Catena Inspection & Lifting Engineering Services Ltd (here after known as CATENA) acknowledges the importance of having a clear Display Screen Equipment policy in order to ensure the safety and welfare of all employees.

The Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 (hereinafter called 'the DSE Regulations') aim to protect the health of people who work with Display Screen Equipment (DSE).

The main risks that may arise in work with DSE are musculoskeletal disorders such as back pain or upper limb disorders (sometimes known as repetitive strain injury or RSI), visual fatigue and mental stress. It is the intention of the CATENA to ensure that any risks are reduced to a minimum.

The implementation of this policy requires the total cooperation of all members of all employees.

The following policy sets out our commitment and provides guidance to all employees to enable them to comply with the policy and related legislation.

OBJECTIVES

The objective of this procedure is to ensure processes are in place to ensure that the risks associated with the use of DSE are kept to a minimum. Examples of how this will be achieved are:

- Ensuring workstations are assessed and where reasonably practicable risks reduced or eliminated.
- Ensuring reasonable controls are in place.
- Provision of training and information to staff.
- Provision of eye and eyesight tests on request, and special spectacles if needed.
- Ensuring best practice is embraced in the management of workstation risks.

SCOPE

This procedure covers all employees who fall into the category of DSE users as defined below.

This procedure relates to permanent workstations at work and hence may not apply to laptop users away from their designated bases including working at home.

UNCONTROLLED WHEN PRINTED

Document Title: Display Screen Equipment Policy	Page 4 of 12
Document Ref: CHS005	Issue No: 1
	Date: 03/21

[Back to Contents](#)

DEFINITIONS

The definition of **Display Screen Equipment (DSE)** covers both conventional (cathode-ray tube) display screens and other types such as liquid crystal or plasma displays used in flat panel screens, touch screens and other emerging technologies. In general, this applies to the use of computer equipment. For the full definition it is important to refer to the DSE Regulations.

<http://www.hse.gov.uk/msd/dse/>

Vehicle based equipment such as satellite navigation systems are not considered DSE.

User or Operator of Display Screen Equipment - A DSE 'user' or 'operator' is defined within the Regulations outlined above.

In summary:

- this is a person who is an employee of CATENA, who has a high dependency on the use of display screen equipment to do their job.
- They will normally use the DSE continuously or near-continuously for periods of an hour or more at a time and will use it in this way more or less daily and will have to transfer information to or from the DSE quickly.
- In addition, they will have to need to apply high levels of concentration and attention to detail, are highly dependent upon DSE or have little or no alternative means of complete the work/task.
- It also includes employees who require special skills or training to use the DSE.

RESPONSIBILITIES

The Company Director is responsible for implementing this procedure throughout CATENA.

They will ensure

- that the appropriate Manager receives information/instruction/training and advice to enable them to provide the requisite support to staff who are DSE users.

Those who have DSE users as members of staff have the responsibility to:

- Familiarise themselves with this procedure so that they understand their role and the support they have to give to DSE users who report to them.
- Ensure that user-self assessments of workstations are undertaken by new and existing members of staff, review completed self-assessment with the member of staff and following up on control measures that need to be implemented to address any risks/hazards identified within a reasonable timeframe.
- Ensure that user-self assessments are reviewed by the user and their Line Manager in the frequency of every 12 months for office-based staff

UNCONTROLLED WHEN PRINTED

Document Title: Display Screen Equipment Policy	Page 5 of 12
Document Ref: CHS005	Issue No: 1
	Date: 03/21

[Back to Contents](#)

- Refer members of staff with adverse DSE related health concerns to the Managing Director
- Familiarise themselves with set up and adjustment controls relating to equipment and furniture supplied for DSE use and assist their members of staff with advice and support on related matters as necessary.
- Make staff aware of this procedures existence and that they are aware of their own responsibilities in relation to this procedure.

DSE Users have the responsibility to:

Ensure that they familiarise themselves with guidance on DSE set-up and good working practice so that their workstations are correctly set up and their health and comfort are adequately provided for whilst working.

- Advise their line manager should any condition which adversely changes their circumstances in relation to DSE working arises.

IMPLIMENTATION

CATENA will, in consultation with employees:

- Provide systems and support to DSE users to undertake self-assessment of their respective workstations, taking into account the DSE, the furniture, the working environment and their own individual circumstances.
- Take all necessary measures to remedy any risks found as a result of the assessment, so far as is reasonably practicable.
- Take steps to incorporate changes of task within the working day, in order to prevent intensive periods of on-screen activity where possible.
- Review software to ensure its suitability for the task.
- Advise DSE users of their entitlement to an eyesight test where a visual problem is experienced.
- Reimburse the employee where appropriate, for costs arising from eye tests specifically related to DSE work (The reimbursement figure will be at the discretion of the Managing Director).
- Advise existing employees, and all persons applying for work with DSE, of the risks to health and how these are to be avoided.

Dealing with Health and Safety Issues

Where an employee raises a matter related to health and safety in the use of DSE, CATENA will:

- Take all necessary steps to investigate the circumstances.

UNCONTROLLED WHEN PRINTED

Document Title: Display Screen Equipment Policy		Page 6 of 12
Document Ref: CHS005	Issue No: 1	Date: 03/21

[Back to Contents](#)

- Take corrective measures where appropriate.
- Advise the employee of actions taken.

Where a problem arises in the use of DSE, the employee must adopt the following procedures:

- Inform their Manager immediately, who in case of an adverse health condition can advise the Managing Director
- Advise the Managing Director through self-referral and/or his/her own general practitioner.

Information and Training

CATENA will give sufficient information, instruction and training as is necessary to ensure the health and safety of employees who use DSE. This provision also applies to persons not in direct employment, such as temporary staff and contractors.

Managers who are responsible for users of display screen equipment will also be given appropriate training. This training may take the form of face to face sessions or through briefing documents and newsletters.

CATENA is committed to the promotion of good practice and to aid this will commit to train affected staff members who work in areas where DSE is in high use. This training may take the form of face to face sessions or through briefing documents and newsletters.

ALL employees who are DSE users have a duty to undertake training as necessary to their roles.

Eye and eyesight tests

Visual discomfort

Where an employee experiences visual difficulty and has reason to believe that these may be caused by work with DSE; they are encouraged to arrange an eye test.

Costs of testing

The costs of eye and eyesight tests will be met by CATENA up to a set maximum provided that the Manager Director has been informed and the DSE user has not been tested and reimbursed within the past two years.

Supply of glasses

Where glasses are required specifically for the use of DSE, CATENA will contribute towards the purchase. Any request for reimbursement must be supported by verifiable receipts for payments made and a statement (on the prescription/receipts) by the optician that the glasses are for DSE, VDU or computer use. A set maximum contribution will be reimbursed towards the proven and verified costs

UNCONTROLLED WHEN PRINTED

Document Title: Display Screen Equipment Policy		Page 7 of 12
Document Ref: CHS005	Issue No: 1	Date: 03/21

[Back to Contents](#)

The employee is personally responsible for the safekeeping of glasses. It is an offence to interfere with, or misuse, anything provided in the interest of health and safety. Employees are expected to show the same degree of care for glasses as for any other item of CATENA property.

Rest breaks

The purpose of a break from DSE work is to prevent the onset of fatigue and eye strain. To achieve this objective, CATENA will seek to incorporate changes of activity into the working day where possible.

There is no prescribed frequency or duration of breaks from DSE work. Where possible, users will be given the discretion to decide the timing and extent of off-screen tasks.

Users of DSE are encouraged to take the opportunities for breaks. Any employee who believes that his or her DSE workload does not permit adequate breaks should bring this to the attention of the Managing Director.

Radiation and pregnancy

Employees using DSE are not at risk from radiation. Scientific research has concluded that such concerns are unjustified. No adverse health effects have been found to arise from the use of DSE. Thus, there is no reason for a person who is pregnant or is seeking to become pregnant to avoid working with such equipment.

When a pregnant employee is moved into a new role as a result of the pregnancy, and the new role involves using DSE and/or involves working from a DSE workstation, the employee and her manager (in respect of the new role) should complete a DSE user self-assessment. The line manager and the employee should agree on a plan of action to overcome any risks identified via this process and escalate as appropriate any concerns they might have to ensure that any identified risks are adequately addressed.

Laptop Users

Laptops must comply with the regulations where they are in prolonged use (e.g. for periods of an hour or more, and on most days). As the DSE regulations state, the keyboard and screen must be separate, specific modifications will be required to laptops in prolonged use. There are several options:

- Place the laptop on a specially made platform, and use a separate keyboard and mouse
- Use the laptop with a separate monitor
- Use the laptop with a docking station
- Connect the laptop to a desktop computer using a KVM (keyboard, video, mouse)

All laptop accessories should be as light as possible. It is recommended that an ergonomically designed and approved type carrier is considered if a laptop is carried frequently.

UNCONTROLLED WHEN PRINTED

Document Title: Display Screen Equipment Policy		Page 8 of 12
Document Ref: CHS005	Issue No: 1	Date: 03/21

Working from home

Where the user works from home on a regular basis, the manager should request a DSE assessment for the area where the DSE will be used in the member of staff's home. This should be done prior to any planned work being completed in the home.

The procedure for requesting user self-assessments of DSE workstations should be followed.

Assessment of the workstation

DSE users will be invited to assist CATENA in providing a comfortable and safe working environment through the user-self-assessment process.

Advice and information

All employees who use DSE will be given advice and information to enable them to work without risk to health; this will also cover the provisions of this procedure.

Record Keeping

CATENA will ensure records of the following are kept.

- The results of workstation assessments.
- Actions taken as a result of workstation assessments.
- Eye and eyesight tests.
- The supply of corrective appliances.
- The provision of training.
- Information given to employees.
- Complaints of alleged or actual DSE-related ill health.
- Action taken in respect of such complaints.

Safe System of Work

Badly adjusted furniture or equipment can result in discomfort and can even lead to disability in extreme circumstances. Poor work design can cause or aggravate these conditions. Unnecessary discomfort can be avoided by adopting the following simple precautions.

- Make sure that all your furniture and equipment is functioning correctly.
- Adjust furniture and equipment so that you are comfortable when working. This is especially true for those who do shift work or use hot desks as the furniture/equipment may have been adjusted to suit the previous user.
- Follow any advice, given as a result of an assessment on your workstation, regarding your working environment, activity and posture.
- Take the opportunity to vary activities, breaking up long periods of DSE work and refocusing eyes at regular intervals.
- Use your entitlement to eye and eyesight tests (see section above).
- Report symptoms of discomfort or ill health as soon as you are aware of them.

UNCONTROLLED WHEN PRINTED

Document Title: Display Screen Equipment Policy	Page 9 of 12
Document Ref: CHS005	Issue No: 1
	Date: 03/21

- Inform your line Manager of your training needs.
- Do not tamper with electrical equipment – ask for assistance.

References

The following documents are quoted extensively throughout this procedure and can be used as sources of additional information on the subject matter.

- The Health and Safety (**Display Screen Equipment**) **Regulations** 1992
- The Health and Safety Executive Guidance on Display Screen Equipment Regulations

Monitoring Compliance and Effectiveness of the Procedure

It will be monitored at the with any compliance concerns being escalated as appropriate through:

- Completed DSE user-self assessment forms and the completion/resolution of actions arising thereof.
- Concerns made in respect of DSE related issues

UNCONTROLLED WHEN PRINTED

Document Title: Display Screen Equipment Policy	Page 10 of 12	
Document Ref: CHS005	Issue No: 1	Date: 03/21

[Back to Contents](#)

APPENDIX 1

Procedure for requesting a DSE workstation user self-assessment

New staff member starts

1. The Line Manager will after showing the new member of staff how to operate/adjust all the DSE and furniture provided on their workstation ask them to complete a user self-assessment questionnaire of their workstation.
2. The user-self assessment questionnaire will be completed within 5 working days of the request.
3. A full copy of the written assessment will be passed to the line manager within 3 working days of completion.
4. The line manager should review any completed user self- assessment with the DSE user concerned and agree on practicable follow-up actions within 5 working days of the user self-assessment having been completed.
5. New members of staff with known serious injuries or disabilities which could affect their DSE work and need specialist equipment shall be asked to get in touch with the Access to Work programme (administered via the Dept. of Works and Pensions) to see if they can be afforded assistance to purchase the required specialist equipment needed for their DSE workstation to safely accommodate them before they start their new roles. **NB. Catena cannot contact the Access to Work in the first instance, it will have to be the new member of staff who initiates contact with them. For more details go to the following web age:**

<https://www.gov.uk/access-to-work/overview>

Current staff member

1. Managing Director should ensure that all members of staff, complete a user self-assessment for their respective workstations.
2. If a DSE user has had their circumstances change e.g. due to an injury, change in DSE equipment they use, their work has changed etc., the line manager should request the affected DSE user to complete a user self-assessment.
3. A member of staff who hasn't had a DSE assessment and feels that they are a user should request their line manager if they could conduct a user self- assessment as soon as is practicable.
4. The Managing Director will follow-up on any actions and/or order any items (including but not limited to specialist equipment for those with conditions such as dyslexia) arising from the agreed actions from the review of the user self-assessment.
5. The completed user self-assessment will be retained by the line manager for future reference and a copy passed on to the DSE user after the review.
6. The line manager will seek advice from the local DSE Assessor or the Health and Safety team if the need arises.

UNCONTROLLED WHEN PRINTED

Document Title: Display Screen Equipment Policy	Page 11 of 12
Document Ref: CHS005	Issue No: 1
	Date: 03/21

[Back to Contents](#)

APPENDIX 2

Display Screen Equipment Eye Test Procedure

Action by DSE user

If you identify a visual problem/visual discomfort when working with display screen equipment

(DSE) i.e. computer, or other type of visual display, you should:

- Inform the Managing Director who will authorise for the appropriate action to be taken and confirm the contribution to be made by Catena. E.g. Eye Test
- You will need to keep all receipts and prescriptions as you will need these in order to receive reimbursement. You need to ensure that your optician clearly states on the receipt/prescription that the spectacles are for DSE, VDU or computer use
- You should then submit the original receipt(s) and prescription to the Managing Director for processing.

Display Screen Equipment (DSE) User Self-Assessment

Document Ref CCL003 DSE Self Assessment shall be completed annually and upon start of employment.

UNCONTROLLED WHEN PRINTED

Document Title: Display Screen Equipment Policy	Page 12 of 12	
Document Ref: CHS005	Issue No: 1	Date: 03/21

[Back to Contents](#)