Education Department
Policy

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Title **Display Screen Equipment Policy**
Issued February 2008
Last Updated January 2016
Author Head of Facilities Management

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1 INTRODUCTION

This document is one of a series of Compliance Guidelines dealing with the fundamentals of compliance with regulations made under the Health and Safety at Work (Jersey) Law 1989.

This document has been developed as a tool for the Education Department as a whole, inclusive of Schools and Service Departments, to use to meet the minimum requirements of the Display Screen Equipment at Work Approved Code of Practice 1999 (Jersey).

The document contains:
- Definitions
- An explanation of regulatory requirements
- A step-by-step methodology
- Notes for risk assessors
- Important notes for 'Users'
- Seating arrangement diagram for DSE Users
- Self-assessment form

2 OBJECTIVES

The primary objective of the Display Screen Equipment at Work Approved Code of Practice is to protect people against the risks that Display Screen Equipment and associated systems of work can pose to their health and safety. The hazards associated with the use of Display Screen Equipment (DSE) are: -

- Work related upper limb disorders e.g. temporary fatigue or soreness in the hands, arms, and shoulders etc., occupational cramp, chronic soft tissue disorders such as per tendinitis or carpal tunnel syndrome.
- Prolonged static posture or awkward positioning.
- Temporary visual fatigue - poor positioning, poor legibility of screen documents, lighting, poor screen image.
- Fatigue or stress.
- Photosensitive epilepsy.
- Environmental factors, e.g. humidity, heating, ventilation, and static electricity.

The aim of the compliance guideline is to provide the Education Department's Schools, Colleges and Departments with the tools and techniques to comply with the regulatory requirements.
The guidelines include:
- A step-by-step process to achieve compliance
- An audit protocol to enable self-assessment
- Relevant guidance notes

3   DEFINITIONS

- 'Display Screen Equipment' means any alphanumeric or graphic display screen regardless of the display screen process involved.

- A 'User' means an employee who habitually uses display screen equipment as a significant part of his/her normal work. (habitual is defined as an individual who is required to continuously input data for a period in excess of 2 hours)

- 'Workstation' means an assembly comprising:
  - Display screen equipment;
  - Any optional accessories to the display screen equipment;
  - Any disc drive; telephone; modem; printer; document holder;
  - Work chair and desk;
  - Work surface or other item peripheral to the display screen equipment and the immediate work environment around the display screen equipment.

4   REGULATORY REQUIREMENTS

To comply with the requirements of the Health and Safety at Work (Jersey) Law 1989 and specifically the Approved Code of Practice on Display Screen Equipment, Education shall undertake the following actions.

- Identify Display Screen Equipment 'Users' in all areas of the School/ Centre/ Department;
- Identify the hazards associated with the equipment;
- Assess the risk of an injury arising from each identified hazard;
- Control the risk;
- Develop management plans to control the risk inclusive of training.

Note
- The hazard identification, risk assessment and control process should be undertaken in conjunction with 'Users' of the display screen equipment and where required, assistance from the safety representative. A software tool provides a useful and effective approach to this key stage.
- Each step in the process must be documented**.**

5   RISK ASSESSMENT

Management need to make an assessment of who is a designated display screen user against the specified criteria listed below. In order to do this, managers are likely to need guidance from the Project Manager, Policy and Planning (in consultation with Education's appointed consultant where appropriate), who will give guidance on the regulations and their scope, and the support of the Staff Services section, who will have an overview of all the different jobs in the School.

It will generally be appropriate to classify the person concerned as a 'User' if the following criteria apply:

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results;
- The individual needs significant training and/or particular skills in the use of display screen equipment to do the job.

User Selection

Any potential User who suffers from photosensitive epilepsy must seek specialist medical advice before carrying out any work on display screen equipment.

Any potential User required to use equipment for continuous periods of one hour or more must undergo an eyesight test before taking up their duties and this can be arranged with the Staff Services Section for all new employees or existing staff. Eyesight tests should be carried out at two-yearly intervals

Eyesight tests should also determine the suitability of potential users who currently wear spectacles or contact lenses. If there are particular problems envisaged, an optician should be consulted for advice on such matters.

Common tranquillisers e.g. Valium, Librium, etc. affect the speed of eye movements and could compound any eyestrain problems.

6 MEASURES TO CONTROL RISKS WHEN USING COMPUTERS

Control Measures
In order to minimise any potential risks to the health and safety of   display screen equipment operators, the following guidelines have been drawn up. It should be stressed that, where the terminal is not used continuously, minor faults in equipment placement or design are not crucial. Conversely when intense and continuous operation is required, the need for optimum workplace and screen characteristics becomes crucial. These guidelines should, therefore, be the subject of full consultation between Management and Users.

The Workstation
- Adjust your workstation for a good typing (keying) and viewing position.
- Adjust the height of your seat until your eyes are parallel with the top of the computer screen. Your forearms should be roughly horizontal whilst keying.
- Make sure that there is enough room under the desk to move your legs freely. Also, keep an organised work surface, free of unnecessary documents etc.
- Use footrests to raise or support your legs if you experience pressure on the underside of the thigh or the back of knees.
- Do not sit in the same position for long periods. Change your posture as often as is practicable.
- Avoid having to stretch your body to do work (especially the fingers). Try to maintain a soft touch on the keyboard and do not bend the wrists upwards whilst keying.

The Work Environment
- Arrange your workstation to make sure that bright lights or objects do not reflect of the screen.
- Do not face bright lights or windows. Adjust curtains and blinds to remove unwanted light.
- Inform your manager of any discomforts you experience such as noise, temperature, humidity, glare etc.
- Use the controls on the screen to remove any flickering and make sure that the characters are well defined. Clean the screen regularly.
- Make sure that the lighting is enough to comfortably read notes on written paper.
- Adjust the screen or printed text lighting as required to reduce contrast between documents and the screen.

Better Working Practices
- Use your seat's armrest or a space in front of the keyboard to support your hands during pauses in keying.
- Last but not least, take short frequent breaks, if possible away from the screen. This time can be used on tasks not associated with your computer.

Assessment Review
Workstation assessments must be reviewed at periodic intervals, not greater than every three years; where problems are brought to attention (e.g. users suffering discomfort) or when significant change occurs.

Examples of significant changes are:
- A major change to software used;
- A major change to the hardware (screen, keyboard, input devices etc.);
- A major change in workstation furniture;
- A substantial increase in the amount of time required to be spent using display screen equipment;
- A substantial change in other task requirements (e.g. more speed or accuracy);
- If the workstation is relocated;
- If the lighting is significantly modified.

Issued by:	Education Department
Author:	Head of Facilities Management
First issued:	8 February 2008
Revised:	Approved by ESC Policy Group 2014
Last Updated:	January 2016 (Updated to reflect new Department name and job titles/contacts.)

Is the display screen image clear?	Is the keyboard comfortable?	Does the furniture 'fit the work user'?	Is the environment around the workstation risk free?	Is the software user-friendly?
Characters on the screen should be big enough to be easily read at the operator's viewing distance. The image should be stable and free from flicker and distortion. It should be easy to differentiate between numbers and letters and upper and lower case. The display should have sufficient contrast to prevent discomfort to the user. It should be possible to adjust screen brightness. The tilt of the screen should be adjustable. The screen should be free from glare or reflections.	The keyboard should be tiltable. The keyboard should be a separate unit to allow the user to find an ideal working position. The keyboard should be easy to move about on the work surface, but at the same time stable and resistant to accidental movement when in use. The keyboard should have low reflectance surface. Key markings should be easy to read in the lighting conditions in which the VDU is used.	The work surface should have sufficient space to ensure the user has freedom of movement. In general all furniture and work equipment should be suitable for those who are to use it. **Chair** The chair should have a stable 5-point base. The chair should allow the user freedom of movement. The chair should provide back support, which is adjustable in height and tilt and with good lumbar support. The chair adjusting mechanism should be easy and safe to use. **Desk** The desk should be large enough to allow comfortable positioning of the display screen; keyboard and any other equipment necessary for the work e.g. mouse. The desk should have a low reflectance surface.	There should be sufficient space around the workstation to ensure freedom of movement. Sources of light, including windows, should not cause direct/glare or reflections on the screen. The lighting at the workstation should be appropriate for all the tasks performed there. The general lighting should be between 300-500 lux depending upon the perception of detail associated with the task. The workstation should be separate from noisy areas. The temperature and humidity around the workstation should be suitable and comfortable. The minimum recommended temperature in an office is 16° C and the humidity 40-70%	The software should be suitable for the task and enable users to complete the task efficiently without presenting unnecessary problems or obstacles. The system should display information in a format and at a pace, which is suitable and comfortable for the user.

APPENDIX 2
GOOD SEATING AND POSTURE
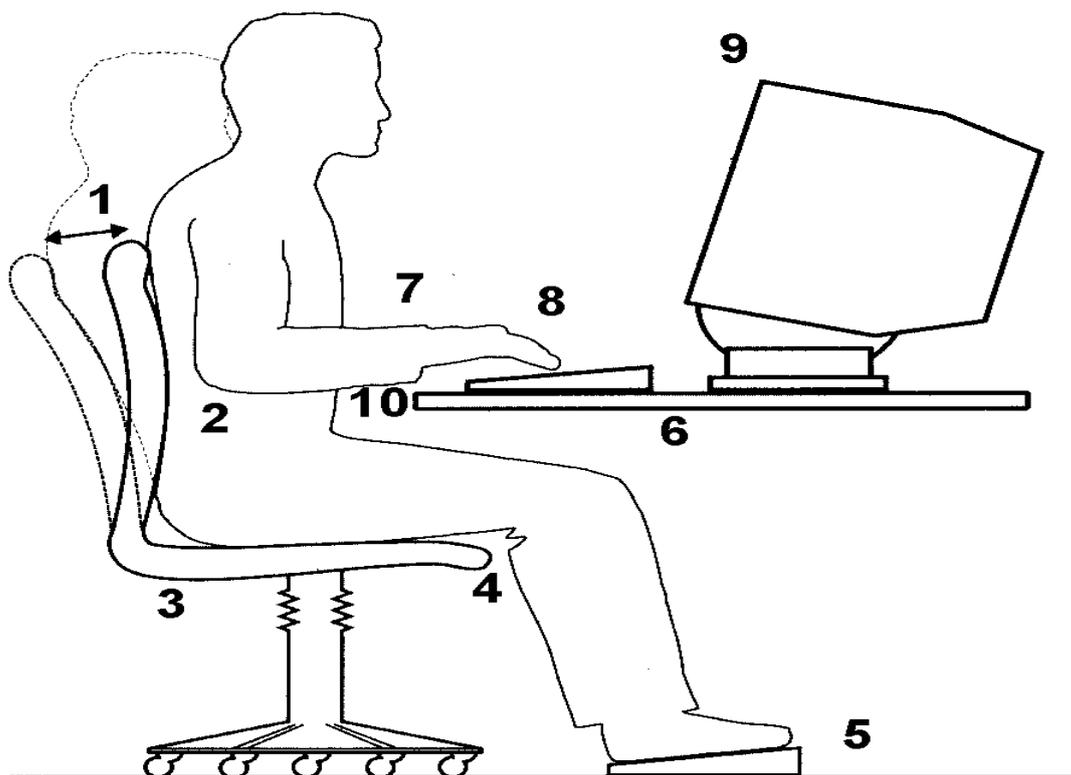
Graphic taken from HSE's Booklet – Working with VDU's

1. Backrest of chair adjustable in height and angle of tilt.

2. Backrest provides good support to the lumber region.

3. Seat adjustable in height.

4. Seat provides good support to underside of thighs, no excess pressure on the backs of knees.

5. Footrest if required.

6. Sufficient space under desk for postural changes and leg movement, no obstacles.

7. Forearms near horizontal when typing.

8. Wrists and hands not bent when typing, soft touch on keys and fingers are not over stretched.

9. Screen height and angle of tilt allows comfortable head position of 'User'.

10. Space in front of keyboard to support hands and wrists during pauses in keying.

APPENDIX 3
WORKSTATION ASSESSMENT CHECKLIST AND RECORD SHEET

The workstation user or an appointed assessor, in conjunction with the user, should complete this checklist. If the answers to any of the questions are NO then the workstation and / or work practices may not comply with the minimum requirements of the Display Screen Equipment approved Code of Practice (Jersey). The action of your Head of School/Department may be required to bring your workstation up to the minimum standard required.

Name _____ Date _____

Job Title _____Department _____

Building _____ Room _____

PROBLEMS		
Are you free from aches and pains associated with the use of display screen equipment? If no then please give brief details below	Yes	No
Comments		

DISPLAY SCREEN		
Is your display screen adjustable for tilt and swivel?	Yes	No
Is your display screen adjustable for brightness & contrast?	Yes	No
Is your display screen image clear, stable & free from flicker? Look at the monitor while it is switched off, to check for reflections.	Yes	No
Are the characters readable?	Yes	No
Is your display screen free from glare & reflections?	Yes	No
Comments		

KEYBOARD AND MOUSE		
Does your keyboard have a shallow slope to it (about 10-15^0)?	Yes	No
Does your keyboard have a separate numeric pad and are the characters on the keys easily readable?	Yes	No
Is your keyboard free from glare & reflections?	Yes	No
Is your mouse positioned as close as possible to the keyboard?	Yes	No
Is your mouse suitable for use with your dominant hand?	Yes	**No**
Comments		

SEATING		
Does your chair provide support for your back & buttocks?	Yes	No
Does your chair have sufficient seat pan depth?	Yes	No
Does your chair have a five-castor base & is it stable during use?	Yes	No
Does your chair swivel to allow easy access to the workspace?	Yes	No
Can your chair be adjusted for height & does the mechanism work?	Yes	No
If your chair has arms, do they prevent you from sitting close enough to your workstation?	Yes	No
Comments		

SEATING POSITION		
Is your keyboard & screen in front of you while working (so that you do not have to twist your neck and back)?	Yes	No
When seated are your forearms parallel to the desktop & your elbows level with the middle row of keys?	Yes	No

When looking at your screen are you looking slightly downwards (about 10-20^0), so that you do not strain your neck muscles)	Yes	No	
Is there sufficient space to stretch your legs while seated?	Yes	No	
If you cannot place your feet flat on the floor while working, have you been provided with an adjustable footrest?	Yes	No	
Comments			

DESK

Is your desk free from glare & reflections & stable during use?	Yes	No
Is there sufficient clearance on the underside of your desk for comfort?	Yes	No
Is the height of your desk sufficient for comfort?	Yes	No
Is the work surface large enough for the work that you do?	Yes	No
Is there sufficient space in front of your keyboard to support your wrists & forearms (about 100 mm)?	Yes	No
Comments		

OFFICE ENVIRONMENT

Is the lighting suitable & sufficient during both daylight & night time hours?	Yes	No
If blinds have not been fitted to the windows is this satisfactory?	Yes	No
Is the noise generated in your work area acceptable?	Yes	No
Is the space in the work area sufficient for the number of persons & the equipment & furniture provided?	Yes	No
Is the working environment around the workstation risk free?	Yes	No
Comments		

WORKING PRACTICES

Do you have periodic changes of activity away from the display screen, at least 5 minutes away from your screen every hour?	Yes	No
Comments		

SOFTWARE

Is your computer & software sufficient for the tasks you undertake?	Yes	No
Have you been given suitable training for the software that you use?	Yes	No
Comments		

Has the user any additional comments, which are not covered above?

Signed by Display Screen Equipment User _____

Signed by Head of School/Department/Section _____

Date _____

Review Date _____