



# Health, Safety and Wellbeing Policy

## Display Screen Equipment (DSE) Arrangements

<b>POLICY REFERENCE</b>	<b>DSE Arrangements</b>
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## 1 Aims and Principles

The aim of this guidance set out under the Government of Jersey (GoJ) Health, Safety and Wellbeing Policy, is to reduce the risk of ill health associated with DSE use, so far as is reasonably practicable.

This guidance sets out the GoJ arrangements for DSE and is applicable to all DSE users as defined below.

These requirements only apply to equipment provided by the employer to workers who regularly use DSE as a significant part of their normal work (daily for continuous periods of an hour or more). The guidance must be read in conjunction with the DSE Approved Code of Practice 4 (ACoP4), produced by the Health and Safety Inspectorate (HSI) and reference should be made to current best practice and authoritative guidance, produced by the UK's Health and Safety Executive (HSE).

## 2 Applicable Legislation

Health and Safety at Work (Jersey) Law 1989

HSI Display Screen Equipment at Work Approved Code of Practice (ACoP4)

## 3 Definitions

Further information on the definitions and examples can be found in the DSE ACoP4.

**Display Screen Equipment (DSE)** – Includes typical office computer display screen equipment, including microfiche and other non-electronic display systems. It does not include any display screen equipment in drivers cabs or vehicles, display screen equipment intended for public operation, calculators, cash registers or any equipment having a small data or measurements. Portable systems such as laptops and other hand-held devices are only included if they are habitually used for prolonged periods of time (daily for continuous periods for an hour or more).

**DSE User** – An employee, temporary worker/contractor, who habitually uses DSE for a significant part of their work (for periods of one hour or more, frequently irrespective of location). The person will be considered as a DSE user if most or all of the following criteria apply;

- the user depends on the use of DSE equipment to do their job and there are no readily available alternatives
- the user has no discretion on the use or non-use of DSE equipment
- the individual requires appropriate training and/or particular skills in the use of DSE
- the individual uses DSE for continuous spells of more than 1 hour or more at a time, more or less on a daily basis



- the performance requirements of the system demand high levels of attention and concentration by the user, for example where the consequence of an error may be critical.

**Workstation** – An assembly of equipment including:

- DSE equipment (keyboard, screen, mouse or other input device)
- any telephones, printers, document holders, work chair, work desk, or any other equipment peripheral to DSE
- the immediate working environment around the display screen equipment

Guidance on workstation minimum requirements can be found in the DSE ACoP4

#### **4 Who this Policy Applies to**

Applies to Government of Jersey (GoJ) employees, the self-employed where DSE equipment is provided by the GoJ, or temporary employees working on behalf of the GoJ who can be classified as users or operators.

#### **5 Links to other Policies and Guidance**

Corporate Health, Safety and Wellbeing Policy  
Homeworking

#### **6 Roles and Responsibilities**

##### **6.1 Director Generals**

- should ensure that resources are available to comply with the requirements of this policy and that action is taken to address any DSE related risks or ill health.

##### **6.2 SMT leads**

Should:

- ensure sufficient individuals are nominated, trained and competent as DSE assessors to cover the volume of users.

Training requirements should be discussed with Departmental Health and Safety Advisors.

##### **6.3 Line Managers**

Should:

- be familiar with this policy
- identify any staff that may be defined as DSE users in their area of responsibility



- ensure all staff deemed as DSE users receive training on workstation set up and use, and complete the online self-assessment module
- inform DSE users that it is their responsibility to alert their line manager if any issues are identified as part of the online self-assessment
- call upon the departmental competent person (DSE assessor) to resolve any issues identified in the DSE online self-assessment
- seek advice from Health Safety and Wellbeing Advisors before the purchase of any equipment
- if required on the advice of the Departmental Health and Safety Advisor, refer DSE users through to Occupational Health
- ensure, where necessary, that users can arrange their work to have periods of screen based and non-screen based activity, or, if required, introduce specific breaks into periods of intense screen based work to allow users to vary their visual activity and posture
- ensure the records of training, online self-assessments and remedial actions are accessible
- ensure DSE users are made aware of the support available for eye tests and corrective appliances for DSE use, where required [Eye Tests](#)
- ensure a competent person (DSE assessor) is accessible
- monitor and review DSE use and ensure assessments are updated should there be significant changes, for example, health related issues or changes to the equipment, furniture, work environment, work tasks or software.

#### 6.4 DSE Users

Should:

- be familiar with this policy
- complete and cooperate with the online self-assessment and training process and bring to the line managers attention any issues identified
- use the workstation equipment provided in the appropriate manner and make full use of the devices designed to minimise the risk of ill health
- report to the Line Manager if you have any equipment concerns or you experience any health-related issues that may be related to DSE use
- bring to the Line Managers attention any changes in circumstance that may be affected by DSE use



## 6.5 Homeworkers/Remote workers

Should:

- be familiar with this policy
- where DSE users are required to work from home they must undertake additional relevant training to allow them to complete a satisfactory self-assessment of the home workstation. The DSE user must report to the Line Manager if they have any equipment concerns or they experience any health-related issues that may be related to DSE use.

## 6.6 Competent person (DSE assessor)

Should:

- be familiar with this policy
- will provide practical advice and guidance to DSE users undertaking the self-assessment process
- when requested by the Line Manager review and resolve any issues identified by the DSE user through the self-assessment process
- recognise that some medical or musculoskeletal concerns may require escalating to Health and Safety Advisors
- feedback to the Line Manager any workstation adjustments required to reduce risks presented to the DSE user

## 6.7 Health and Safety Advisor

Should:

- advise SMT leads on appropriate DSE assessor training
- consult as requested with the DSE assessor regarding medical or musculoskeletal concerns involving the DSE user
- review the needs of the DSE user to ascertain if an occupational health referral is required and advise the Line Manager accordingly

## 7 Frequency of Assessments

Assessments are required when:

- a DSE user starts work



- a new workstation is set up
- a change is made to an existing workstation or the way it is used
- DSE users experience and report pain or discomfort potentially related to DSE use

## 8 Shared Workstations

Where workstations are shared or where DSE users work in different locations the workstations themselves should comply with the equipment specifications contained in ACoP4. The DSE users must have received training in workstation set up and be able to make adjustments to the workstation equipment as they require. The DSE assessor can give advice on workstation adjustments if required.

## 9 Eye Tests and Corrective Appliances

DSE users may request an eyesight test by a registered ophthalmic optician. The eye test must be relevant for DSE use.

Further Information about eye tests and financial support financial assistance can be found at this link - [Eye Tests](#)

The employing department will reimburse the employee up to £25 on receipt of an invoice stating that the purpose of the test was to check eyesight for Display Screen Equipment use.

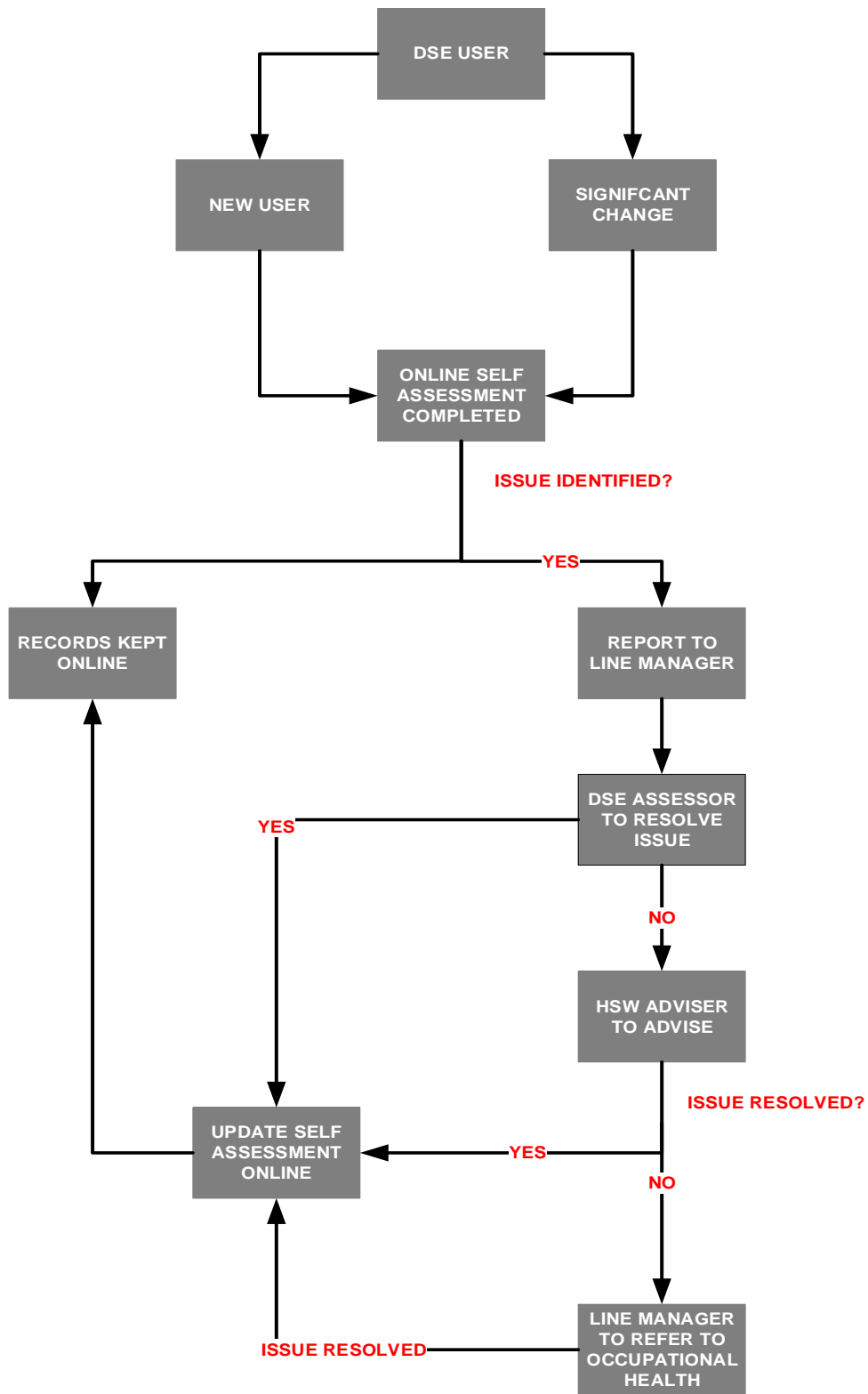
Where a special corrective appliance is prescribed for DSE use, (lens and frames), the employing department will reimburse the employee up to a maximum of £65 on receipt of an invoice from the optician confirming that the appliance is required by the employee for Display Screen Equipment

The frequency of repeat testing varies between individuals and is dependent on factors such as age. The qualified person carrying out the test should determine how often testing is required. It is generally advisable to have an eye sight test every two years. Any examination or correction of vision defects required within this period, which are not related to display screen work, are the responsibility of the individual and not the employer.

Links to this section of the policy will be provided as part of the users DSE training.



### DSE ASSESSMENT FLOWCHART





## WHEN TO REFER TO OCCUPATIONAL HEALTH

