



# Health and Safety

## DSE (Display Screen Equipment)

### Minimum Standard

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<b>Approver</b>	ELT Operating Committee
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## 1 Aims and Principles

The aim of this Government of Jersey (GoJ) Minimum Standard is to provide guidance on the arrangements which should be in place to ensure that the risks posed by the use of display screen equipment (DSE) in the workplace are adequately controlled to prevent harm.

Departments responsible for managing the use of DSE must develop their own procedures which detail the specific arrangements to be implemented. The procedures must meet the standards set out in this document or be of an equivalent or higher standard.

## 2 Legislation and Guidance

### a) Applicable Legislation and Approved Code of Practice

Health and Safety at Work (Jersey) Law, 1989

Display Screen Equipment at Work – Approved Code of Practice (ACoP 4)

Provision of Eye and Eyesight Test - guidance

### b) Guidance

Working safely with DSE – INDEX (UK HSE)

Working with DSE at home

## 3 Definitions

### Display Screen Equipment (DSE)

Includes typical office computer display screen equipment, including microfiche/microfilm 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 (i.e. daily for continuous periods of an hour or more).

## DSE User

A person will be considered to be a DSE user if most or all of the following criteria apply;

- The DSE user depends on the use of DSE equipment to do their job and there are no readily available alternatives
- The DSE 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 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 DSE user, for example where the consequence of an error may be critical.

## DSE Assessor

A person who is competent and has received sufficient training to enable them to carry out DSE workstation assessments, interpret the results of DSE user self-assessments and provide advice and guidance to DSE users.

## 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

## 4 Who this Minimum Standard Applies to

Applies to:

- All Government of Jersey (GoJ) and States' employees
- All Appointees
- Voluntary staff or those on honorary contracts where there is no implied contract of employment

## 5 Links to other GoJ Policies, Minimum Standards and Guidance

### a) Policies

Government of Jersey - Health and Safety Policy

### b) GoJ Minimum Standards

Risk Assessment

### c) Other Internal Guidance

Further guidance may be available from other departments and contact should be made with your department Health and Safety Manager/Adviser "Professional" for assistance with preparing departmental procedures.

## 6 Roles and Responsibilities

The department's procedures for managing risks associated with DSE use must clearly set out the roles and responsibilities of all those individuals involved and must be kept up to date.

Reference should be made to the Government of Jersey - Health and Safety Policy for general responsibilities.

## 7 Overview

**This minimum standard provides a summary of the action which should be taken to ensure the safe use of DSE equipment.**

**The Jersey Display Screen Equipment at Work – Approved Code of Practice (ACoP 4) (DSE ACoP) sets out further details and should be consulted in conjunction with this Minimum Standard.**

**Following the standards set out in the ACoP will help to ensure compliance with the Health and Safety at Work (Jersey) Law, 1989.**

## 6 Workstation Setup

All workstations, whether individual or shared, should meet the requirements of The Schedule

contained in the DSE ACoP.

An example workstation setup is included in Appendix A.

## 7 DSE Assessments

### *General*

An assessment should be carried out of all DSE workstations to ensure that they do not pose any risks to the user of the workstation.

### *Form of Assessments*

Each GoJ user is required to complete an online assessment. A DSE assessor will review the assessment where the score indicates that there may be issues which need further investigation and potential measures taken to reduce the risks.

### *Frequency of Assessments*

Assessments are required to be carried out when:

- A DSE user starts work
- A new workstation is set up
- A significant change is made to an existing workstation or the way it is used, such as:
  - The workstation is relocated
  - A major change in workstation furniture provided
  - A substantial increase in the amount of time required to be spent using DSE
  - A major change to software being used
  - A major change to the hardware being used
  - A substantial change in other task requirements (e.g. more speed or accuracy)
  - If any environmental conditions such as lighting are significantly modified
- As part of an Expectant Mothers (Pregnancy) risk assessment
- Following recovery from an injury or illness, where the user has been absent from the workstation for a substantial period of time
- Any changes to the user's health e.g. progressive illness such as arthritis
- A change of working environment e.g. homeworking
- The DSE user experiences and reports pain or discomfort potentially related to DSE use.

## *DSE Assessors*

A list of DSE assessors is available on MyStates at [Display screen equipment \(DSE\)](#).

### **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 the DSE ACoP in THE SCHEDULE.

The 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 should be consulted for advice on workstation adjustments if required.

### **9 Laptop Computers and Portable Devices**

Laptop computers & portable devices are not designed for prolonged use in the workplace i.e. for one hour or more, without the use of additional equipment to enable persons to adopt safer working practices when using them.

Ideally the keyboard and screen should be separate, and there are several options to help achieve this, such as:

- Use with a docking station (preferred)
- Connect to a desktop computer
- Use with a laptop riser
- Use with a separate monitor
- Use with a separate keyboard and mouse

Laptops, smart phones and tablets must also be assessed where extensive use within an office environment is identified to ensure appropriate equipment is being used e.g. docking stations or keyboards are available and in use to minimise health risks

### **10 Homeworking**

Where DSE users are required to work from home, they must undertake additional relevant training to enable them to complete a satisfactory self-assessment of the home workstation. Any person working from home using DSE is required to complete an online assessment at home using the GoJ software provided.

The DSE user must report to their Line Manager or Health and Safety Representative if they have any equipment concerns or they experience any health-related issues that may be related to DSE use.

A DSE Assessor is not expected to visit the DSE user at home. If the user self-assessment identifies issues that need to be addressed, then the following methods can be used to resolve them:

- Telephone discussion, Teams, e-mail etc.
- Photographs of workstation i.e. equipment and/or layout and/or posture.

## 11 Eye and Eyesight Tests and Corrective Appliances

### *Eye and Eyesight Tests*

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

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

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

### *Frequency of Testing*

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 although 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 work with DSE are the responsibility of the individual and not the employer.

### *Corrective Appliances*

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

## 12 Training and Information

All users of DSE should receive information and training on the potential risks of DSE work and the measures necessary to mitigate such risks.

This information and training will form part of the DSE assessment and should cover the following

key areas:

- The health risks associated with DSE work
- Measures to eliminate or reduce risk
- Good workstation layout to facilitate good posture and avoid glare and reflections
- The importance of good posture, postural change and adjusting the workstation
- The need to take regular breaks and incorporate changes in activity
- Recognising visual and postural fatigue, and how to respond
- Procedure to follow in the event of any discomfort or ill health arising from DSE work.

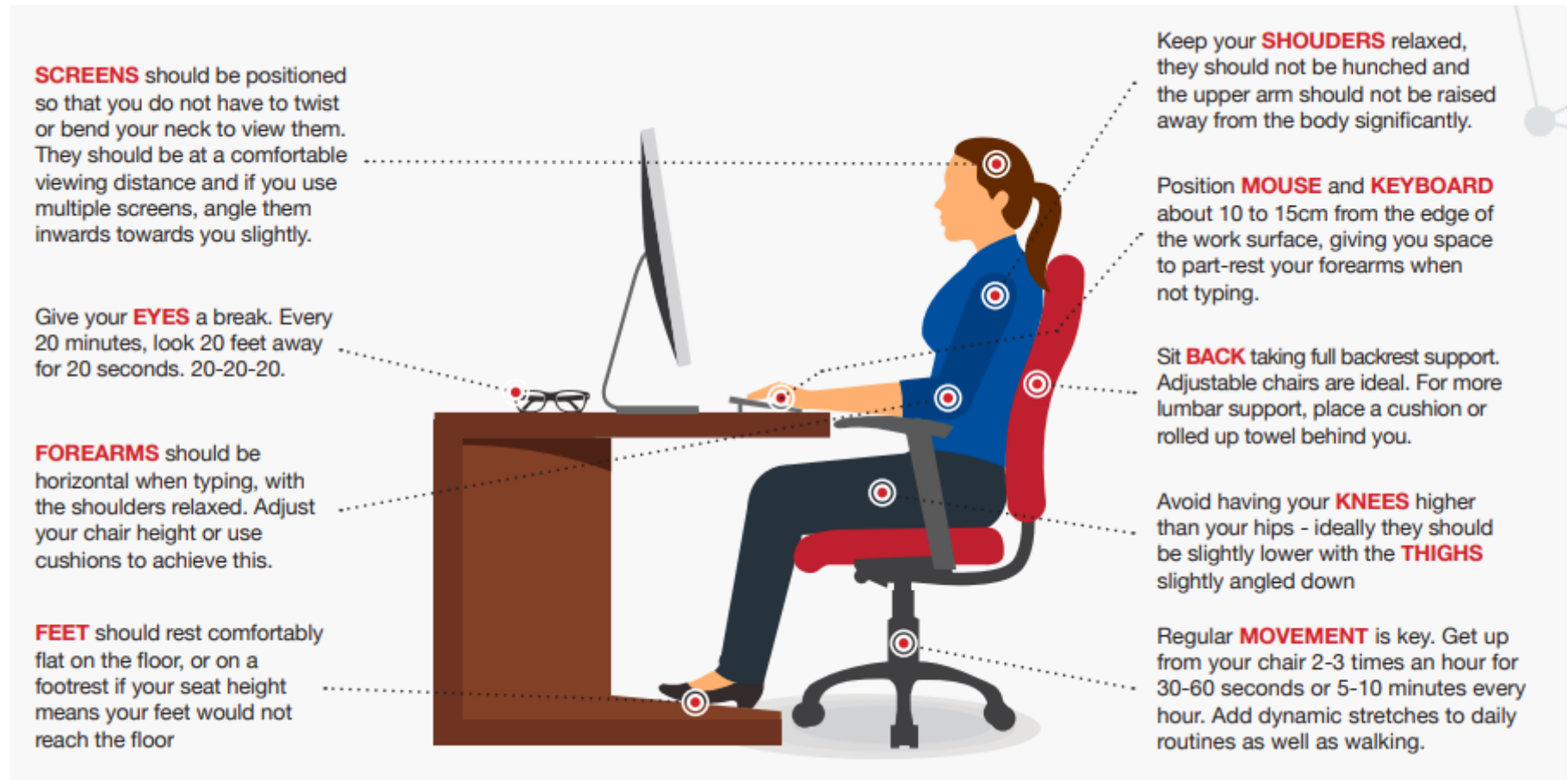
### **13 Retention of DSE Assessments**

All DSE assessments should be kept for a period of 3 years from the termination of the DSE user's contract as per the requirements set out in the Government of Jersey - Health and Safety Policy.



## APPENDIX A

### Example Workstation Setup

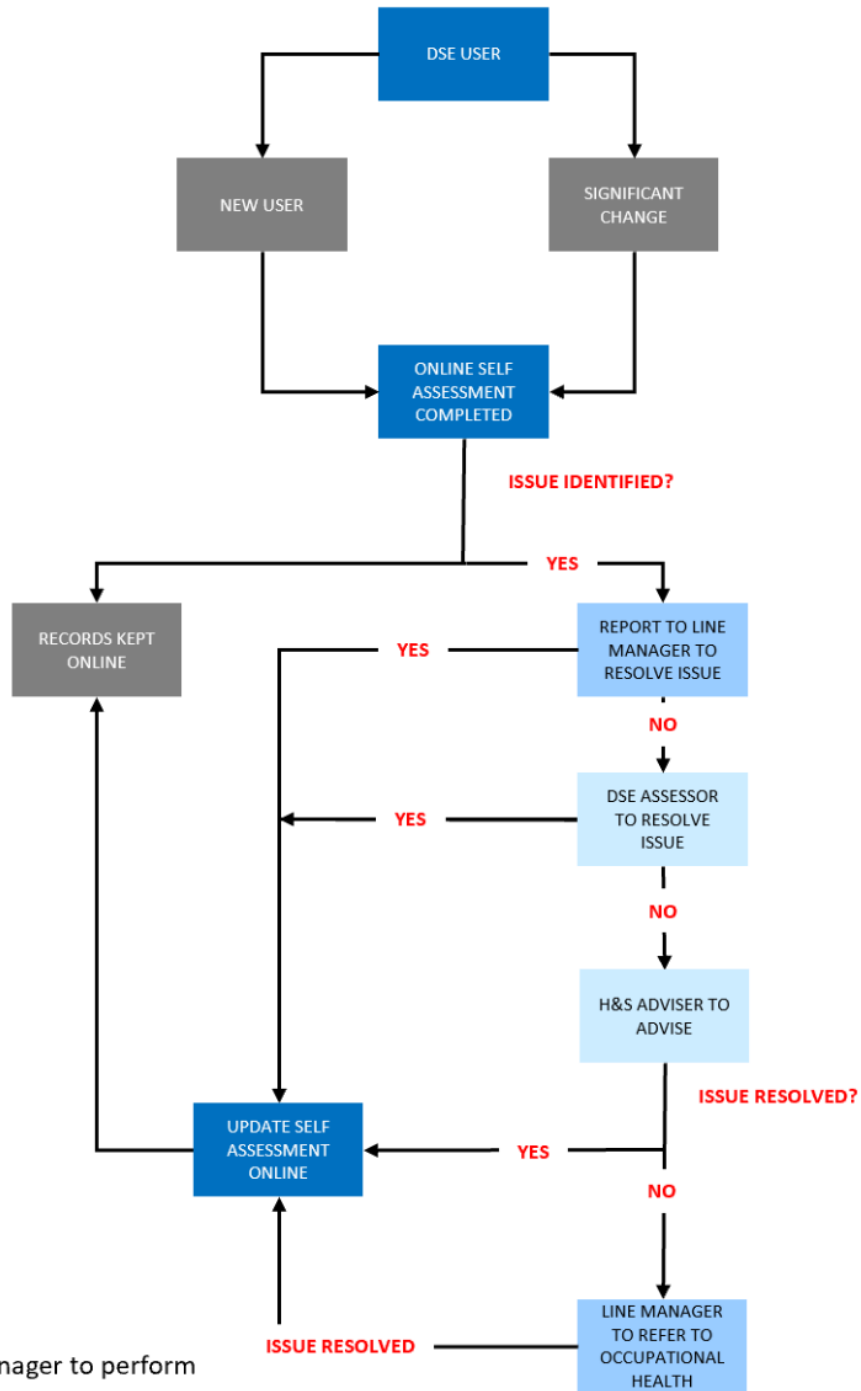


Source: [Chartered Institute of Ergonomics and Human Factors](#)

# APPENDIX B

A

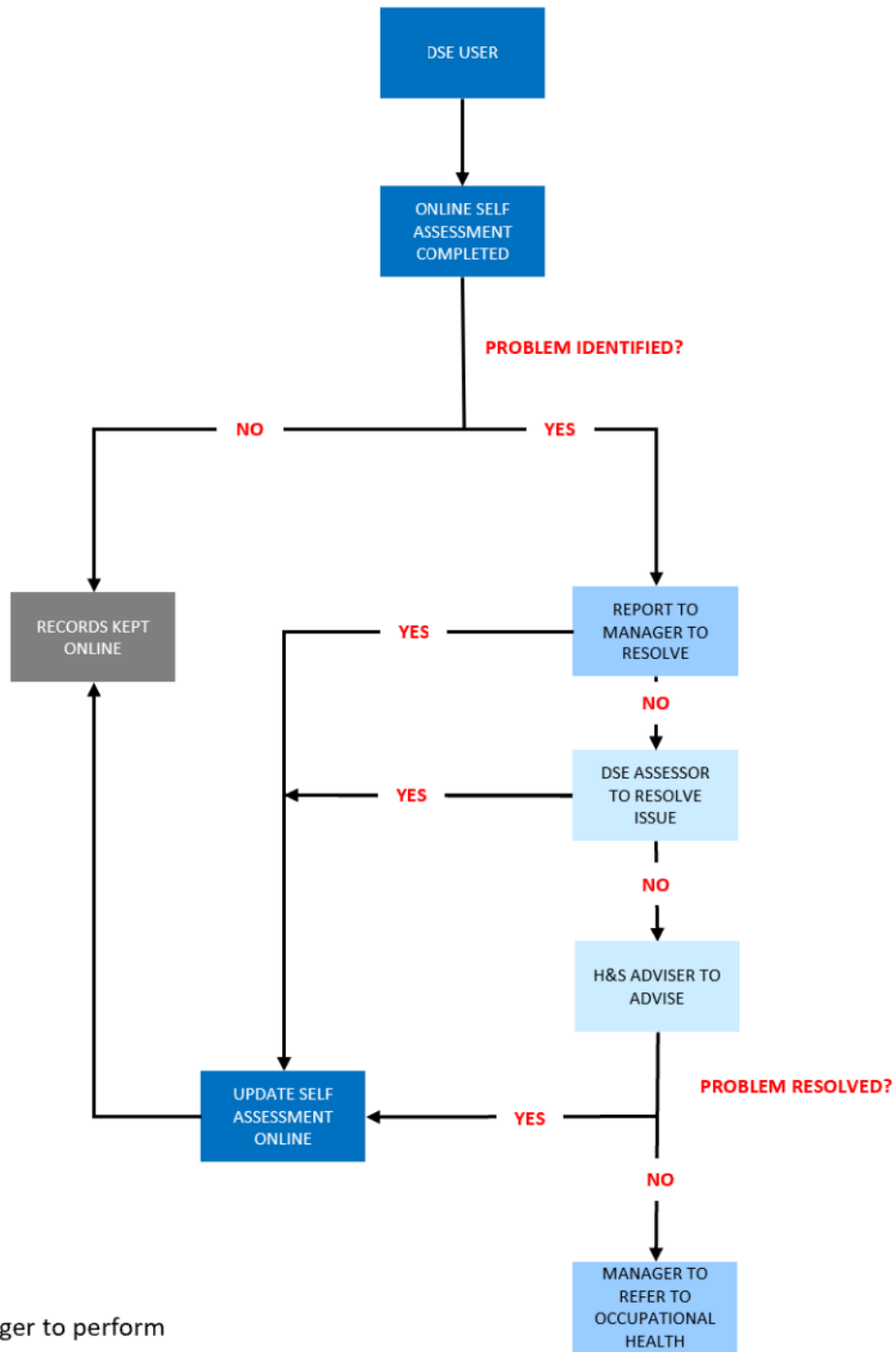
## DSE ASSESSMENT FLOWCHART



**Key:**

- Line Manager to perform
- DSE User
- DSE Assessor/H&S Adviser to perform

# WHEN TO REFER TO OCCUPATIONAL HEALTH



## Key:

- Manager to perform
- DSE User
- DSE Assessor/H&S Adviser to perform