

# Display Screen Equipment (DSE)

## 1. PURPOSE

- 1.1 The purpose of this Procedure is to specify the arrangements in place for ensuring compliance with the Display Screen Equipment regulations and ensuring that any risks associated with such work are minimised.

## 2. SCOPE

- 2.1 This procedure applies to DSE provided by the University for work by staff on or off University premises. This procedure is effective from 1 March 2013.
- 2.2 The DSE Regulations do not apply to workstations provided for students. It is nevertheless good practice for students to be trained to set up and use DSE and workstations in a way that minimises the risk.

## 3. DEFINITIONS

Display screen equipment	This includes any alphanumeric or graphic display screen, regardless of the display process used.
DSE workstation	This is the assembly including the screen, keyboard, other parts of the computer and its accessories (such as the mouse or other input device), the desk, the chair and the immediate work environment.
DSE User	All staff who are provided with a DSE workstation for use in the course of their employment will be treated as users as defined by the regulations.

## 4. RESPONSIBILITIES

### Vice-Chancellor

- 4.1 On behalf of the Council the Vice-Chancellor has executive responsibility to ensure, that the requirements of the health and safety legislation and the University health and safety policy are complied with. The Vice-Chancellor will ensure that responsibility for health and safety is properly assigned and accepted at all levels within the University.

### **Heads of Schools/Administrative Departments and Research Institute Directors**

- 4.2 Heads of Schools/Administrative Departments and Research Institute Directors are responsible for the implementation of this procedure within their functional area.

### **Line Managers**

- 4.3 Are responsible for completing and signing the DSE risk assessment. They are also responsible for ensuring that appropriate action is taken to address any issues arising from the completion of the checklist.

### **Display Screen Equipment Users**

- 4.4 All users are required to complete the University's online DSE training course at the earliest possible opportunity. This can be accessed via the portal. New staff should complete the course before commencing any work on display screen equipment.
- 4.5 Subsequently, all users must complete a workstation checklist for any workstation that they are required to use on a regular basis. The checklist is available at the end of the online training course. The user is required to print out the completed workstation checklist and have it completed and signed by their line manager or his/her nominee. If there are significant changes to the DSE and/or associated workstation a new checklist must be completed.

## **5. THE RISKS OF USING DSE**

- 5.1 The principal health risks associated with display screen equipment work are physical (musculoskeletal) problems, visual fatigue and mental stress. These problems often reflect bodily fatigue. None of them are unique to DSE work nor are they an inevitable consequence of it.
- 5.2 Risks to typical users should be low if the DSE Regulations are complied with and ergonomic principles are taken into account in the design, selection, installation and use of the equipment; the design of the workplace and the organisation of the task.

## **6.**

## REQUIREMENTS OF THE DSE REGULATIONS

6.1 The six main requirements of the regulations are as follows:

6.1.1 All workstations must be analysed to assess and reduce risks.

6.1.2 Workstations must meet specified requirements with respect to:

- Lighting, glare and noise
- Legroom and clearance to allow postural change
- Appropriate software
- Screen and keyboard
- Work surface
- Chair and footrest (if needed).

6.1.3 Breaks or changes in activity.

6.1.4 Provision of eye and eyesight tests and special corrective appliances, if necessary

6.1.5 Provision of training

6.1.6 Provision of information

## 7. ARRANGEMENTS FOR DSE USERS IN THE UNIVERSITY

### Breaks and Changes of Activity

7.1 Work on DSE should be periodically interrupted by changes of activity or breaks. If possible breaks should be taken away from the DSE workstation, and allow the user to stand up, move about and/or change posture.

7.2 When it is not possible to mix screen-based and non screen based work, for example in jobs requiring only data or text entry or screen monitoring requiring sustained attention and concentration, deliberate breaks or pauses must be introduced. These pauses should be 5-10 minutes after 50 - 60 minutes of continuous screen or keyboard work.

### Reporting of Symptoms

7.3 Any user who is suffering any symptoms which they suspect may be due to use of DSE should report this as soon as possible to either their line manager or nominee, or to Occupational Health or any member of Health and Safety Services.

### Eye Tests and Special Corrective Appliances

- 7.4 All users are entitled to a free eye and/or eyesight test to be carried out by an optometrist or doctor. For staff based at Coleraine the University has arranged that these examinations will be carried out in the university's Optometry Clinic. For staff based at other campuses the University has nominated Specsavers Opticians to provide this service via their Corporate Eyecare Voucher Scheme.
- 7.5 New members of staff should be offered eye tests prior to commencing work with display screen equipment.
- 7.6 Unless otherwise determined by the Optometrist, the DSE users are entitled to request an eye examination and sight test once every two years.
- 7.7 In addition to the optometrist's recommendation above, users experiencing visual difficulties, which may reasonably be considered to be related to the display, screen work may request a further test before the scheduled date.
- 7.8 The University will meet the cost of any basic 'special' corrective appliances (normally spectacles) where the Optometrist deems that these are needed solely for display screen work i.e. glasses specifically worn for display screen work when their normal/everyday glasses cannot be used for that purpose.

### Coleraine Staff

- 7.9 Users are required to make their own appointment with the Optometry Clinic, Coleraine ext. 23047
- 7.10 For staff attending the Optometry Clinic there will be no charge to the individual for an eye test or any special corrective appliance required.
- 7.11 It should be noted that if users wish to choose more costly appliances (for example with designer frames, or lenses with optional treatments not necessary for the work) the University will contribute a portion of the total cost of a luxury appliance equal to the cost of a basic appliance.

### Belfast, Jordanstown and Magee Staff

- 7.12 Under a University agreement, the cost of both the sight test and DSE glasses where required, will be met by University funding through an agreement with Specsavers Opticians under their corporate eyecare voucher scheme.
- 7.13 Staff at Belfast, Jordanstown and Magee may not use any other optician if they wish their eye test or glasses to be funded by the University under the DSE Regulations.

- 7.14 Staff will not be able to claim for their DSE prescription if it is part of a varifocal or bi-focal lens prescription. This is not a requirement of the legislation.
- 7.15 Staff who has been confirmed by their Head of School/Department or Head of Faculty Administration as a DSE user will receive a pre-paid voucher from Human Resources for a sight test and eye examination. If glasses are required solely for DSE work, a pair of glasses from the £45 range will be available free to the member of staff using this voucher. If staff wishes to purchase glasses from a more expensive range, they can use this voucher as credit (for the same amount, i.e. £45) towards glasses from one of the more expensive ranges. If glasses are required for general use (e.g. reading, distance, varifocal or bifocal) this voucher will allow them a £20 discount of their normal glasses, provided they are purchased from the £99 range of over.
- 7.16 Please complete the form in the appendix and return the completed form to Human Resources at Jordanstown in a reasonable time before the optician's appointment is due.

## **8. REFERENCE / BIBLIOGRAPHY**

- Working with VDUs - Leaflet INDG36 (rev1) HSE Books 1998
- The Law on VDUs: An easy guide: Making sure your office complies with the Health and Safety (Display Screen Equipment Regulations) 1992 (as amended in 2002), HSG 90, HSE Books 2003, ISBN 0 7176 2602 4.
- Work with display screen equipment, L26 Guidance on Regulations, HSE 2003

**Ulster University – Eyecare Voucher Application**

**Please note: To receive a voucher, you must complete this form in full and your Head of School/Department or Head of Faculty Administration must confirm you are a DSE user as defined in the Display Screen Equipment (DSE) Regulations (NI) 1992 – and send it to the Human Resources Department at Jordanstown before your optician’s appointment. Human Resources will send you a pre-paid voucher to your work address. You will need to give this voucher to your Specsavers Optician at the time of your appointment prior to the eye test commencing. This process cannot be undertaken in retrospect.**

**Part A – Details of Applicant**

<b>Employee’s Name:</b>		<b>Staff Number:</b>	
<b>email address:</b>		<b>Extension Number:</b>	
<b>School/Department:</b>			
<b>Work Address:</b> (where vouchers will be sent)			

I consider that I habitually use Display Screen Equipment as a significant part of my normal work and I request an eye examination and sight test to be carried out at a branch of Specsavers Opticians.

<b>Employee’s Signature:</b>		<b>Date:</b>	
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**Part B – Authorisation** (to be completed by Head of School/Department or Head of Faculty Administration)

I confirm that the above named person is a member of staff employed in the school/department stated and is regarded as a ‘user<sup>1</sup>’ as defined in the Display Screen Equipment Regulations (NI) 1992. S/he has expressed a desire to have an eyesight test under the terms of the above regulations.

**Payment**

**The Voucher should be charged against Cost Code**

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<b>Name:</b> (please print)			
<b>Signature:</b>		<b>Date:</b>	

**Part C – For Human Resources use only**

<b>Specsavers Voucher No:</b>		<b>Date issued:</b>	
<b>Issued by:</b>			

<sup>1</sup> A ‘user’ is defined as someone who regularly or habitually uses DSE where it forms an essential part of the work undertaken or where it is a specific requirement of the post, and where normal daily use of the DSE is on average more than 2 hours/day in extended sessions.

