

Display Screen Equipment Policy



General Statement

It is our policy that all computer (display screen) users will be assessed once they commence employment with us. This will help determine whether or not they can be classified as 'users' for the purposes of current legal requirements. This assessment will be carried out by completing a 'Display Screen Equipment' (DSE) questionnaire. This will then determine whether or not any further action is required. If so, a further assessment will be carried out by another member of tftull staff.

The Legal Position

The law relating to the use of DSE equipment such as computers is covered by the Health and Safety (Display Screen Equipment) Regulations 1992 (the DSE Regulations). These regulations set down a series of minimum standards for the workstations used by DSE users. This includes seating, lighting levels and workstation layout. We have also incorporated the amendments made to the regulations in 2002.

Definition of 'User'

The guidance to the DSE Regulations defines a 'user' as someone who uses a computer for 'continuous spells of an hour or more at a time' on a 'more or less daily' basis. Taking this into consideration, we have decided that the following job roles will qualify as users under these Regulations. Managing Director, Sales Director, Contracts Manager, Accounts, Administration, Sales Manager, Electrical Installation Manager, Project Management and Design, Apprentice Design Engineer, Apprentice Commissioning Engineer, Apprentice Sales Engineer, Stores Manager, Commissioning Engineers and Maintenance Engineers. If your job role does not appear, then you are not considered to be a 'user'.

Procedures

In order to comply with the DSE Regulations, we have introduced some procedures which are to be followed by all staff. These are as follows:

- All new employees who are required to use computers as part of their job role will be given a self assessment DSE questionnaire to complete within two weeks of starting work with us. It is the duty of the Managing Director to provide this to all new starters.
- All existing employees should have completed a questionnaire. However, should a member of staff change workstations, or become a DSE user for the first time, then another one should be completed. This should be done shortly after the change in location or job role. Whilst care has been taken that the questionnaire is self explanatory, any queries can be referred to the Managing Director.

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- Where the questionnaire identifies problems such as glare, it is the responsibility of the Managing Director to ensure that these are rectified.
- Staff are actively encouraged to try and rotate their job tasks in order to spend a few minutes an hour away from the computer screen. This should be spent engaged in work duties such as telephone calls and general office administration. If an employee feels that their workload does not permit adequate breaks, this should be brought to the attention of the Managing Director. Where possible, the situation will be rectified.
- Where necessary, staff will be provided with training and information in order to help them set up their workstation correctly.

Employee's Duties

Employees are expected to complete the self assessment DSE questionnaire in a timely manner. They are also required to set up and operate their workstations correctly. In the unlikely event that any difficulties are experienced with workstations, employees should bring this to the attention of the Managing Director as soon as possible. Each employee is also expected to abide by the procedures laid down by this policy.

Eye Tests

An employee who has been designated as a DSE user has the right to request an eye test. This will be organised through an optician of the employee's choice. However, it is the employee's responsibility to make arrangements to have the eye test carried out. Following the initial eye test, the frequency of any follow up tests will be decided solely by the optician. We do not offer the taking of paid leave for eye tests and wherever possible, employees are expected to arrange for them to take place in their own time.

Supply of Glasses

Where the optician has confirmed in writing that glasses are needed exclusively for DSE use, we will contribute towards the cost. The contribution figure is reviewed periodically and is set to reflect the cost of a basic pair of glasses. Should employees wish to purchase a more expensive pair, then the same amount will be made available towards the cost. The balance will need to be funded by the employee.

Laptop users

Some of our staff use laptops instead of, or in addition to desktop computers. This is most likely to apply to those who spend much of their day outside the office. If so, this policy should be read in conjunction with our Laptop Health and Safety Policy. This contains guidelines on the safe use of laptops whilst being in less than ideal conditions such as cars.

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