



Safety & Wellbeing Policy Arrangement

Section 10 – Display Screen Equipment

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Arrangement Section 10 – Display Screen Equipment

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Arrangement Section 10 – Display Screen Equipment

1. Introduction

The Health and Safety (Display Screen Equipment) Regulations 1992, as amended, place a duty on employers to ensure that there is provision of a working environment that is suitable and safe for the use of Display Screen Equipment. Other duties are to assess the work area and provide suitable equipment, training, information and medical surveillance. North Lanarkshire Council will implement these regulations in accordance with the following statement and associated guidelines.

2. Statement

The Council will undertake to meet the requirements of the Health and Safety (Display Screen Equipment) Regulations, by implementing and maintaining a risk assessment programme to identify risks associated with Display Screen Equipment operated by employees of the authority.

The results of the assessments will be used as a basis to provide suitable information, instruction and training to employees and to assist in the provision of appropriate management systems and equipment as required by the above regulations.

Each Service will ensure that suitable arrangements are in place, for all areas of operations for which they are responsible, to ensure compliance with the regulations. Arrangements will include:

- (a) Assessments of workstations by trained employees;
- (b) Ensuring that workstations are adequate;
- (c) Planning of activities to enable employees to have breaks away from the workstation;
- (d) Provision of information, instruction and training;
- (e) Provision of eye and eyesight tests at the request of any employee classified as a 'user'.

3 Definitions and Exceptions

3.1 Definitions

A number of different terms are used in the following guidance, the main terms are described below some of which are also defined within the publication "Work with Display Screen Equipment, Guidance on Regulations" issued by HSE Books.

"Display Screen Equipment" - is any alphanumeric or graphic display screen, regardless of the display process involved.

"Operator" - is a self employed person who habitually uses display screen equipment as a significant part of his/her normal work.

"Use" - means in connection with work.

“User” - means an employee who habitually uses display screen equipment as a significant part of his / her normal work.

“Regular User” - An employee whose work activity involves the continuous operation of display screen equipment on a daily basis for more than an hour but who throughout the normal 8 hour working day regularly performs other tasks.

“Occasional User” - An employee whose work activity involves the occasional operation of display screen equipment for less than one hour possibly on a daily basis but whose main activity is not the operation of display screen equipment.

“Work Station” - means an assembly comprising of:

- display screen equipment;
- any optional accessories to the display screen equipment;
- any disk drive, telephone, modem, printer, document holder, workchair, work desk, work surface or other item peripheral to the display screen equipment;
- the immediate work environment around the display screen equipment.

3.2 Exceptions

The regulations and thus the guidance contained within this document do not apply to the following areas of work:

- driver’s cabs or control cabs for vehicles or machinery;
- display screen equipment on board a means of transport;
- display screen equipment mainly intended for public operation;
- portable systems not in prolonged use;
- calculators, cash registers or any equipment having a small data or measurement display required for the direct use of the equipment;
- window typewriters.

Whilst these regulations do not apply to the above 6 points a degree of common sense should be applied to the installation and use of such equipment to ensure that all risks are controlled as far as is reasonably practicable. AS4 “General Risk Assessment” gives advice on the duties relating to the use of such equipment.

4.2 Assessment of the Risks

Services are required to undertake a formal DSE Risk Assessment of the work stations used by their staff for work activities. These assessments should combine both the identification of risk and the evaluation of its extent. Generally the risks arise when the work, workplace and work environment do not take account of users requirements.

Since the risks that may arise may be a combination of risk factors, the assessment should:

1. Be systematic - including investigation of non-obvious causes of problems. For example, poor posture may be a behavioural response to screen reflections or glare, instead of being caused by poor furniture.

2. Be appropriate to the likely degree of risk - this will largely be a reflection of the duration, intensity or difficulty of the work undertaken, for example, the need for prolonged high concentration because of particular performance requirements.
3. Be comprehensive - taking account of organisational, job, workplace and individual factors.
4. Incorporate information provided by both departments and the users/regular users.

D.S.E. Workstation Assessments are to be carried out by those appointed to do so by the Service, these assessors should have experience in the use of DSE as well as suitable training in the assessment process. They should be familiar with the main requirements of the regulations and have an ability to:

1. evaluate the workstation and the kind of display screen work being undertaken, for example, by completing a checklist or supervising completion of a checklist by users/regular users.
2. draw upon additional sources of information on risks as appropriate.
3. based upon assessment and evaluation of the risk, draw valid and reliable conclusions.
4. make a clear record of assessment

The assessment must be recorded and HSF30 – individual Workstation Assessment Form should be used for this purpose. The workstation assessment should be reviewed on a regular basis especially if there are any changes to the user population, changes in individual capability and where there has been some substantial modification to the workstation. In the absence of such changes a general review should take place at least every 2 years to determine if there is a need to re-assess the workstation. In addition, the assessment should highlight any particular areas which may give concern, these will then require further evaluation and corrective actions as appropriate.

In circumstances where an employee is working from home, then there remains a duty on the Service to undertake a workstation assessment in line with the criteria established within this document. Further guidance on homeworking can be found within AS37 – Health and Safety During Homeworking.

There is a growing trend to use lap top/ tablet computers as a work tool. Where these are being used on a prolonged basis there is a duty to undertake a workstation assessment and provide additional equipment to permit the full range of adjustment to take place. Prolonged use would normally be associated with a defined "regular user".

Work station assessments are required for operators of CCTV monitoring stations. There are normally a wider range of ergonomic issues to be addressed in CCTV control rooms and specific guidelines for this type of environment are available from the relevant Service Health and Safety team.

The Health and Safety team should be consulted to ensure that any assessment system used is suitable and consistent with other Services.

It should be noted that where a workstation does not fall within the terms of the DSE assessment process, it may well be appropriate to undertake a general ergonomic assessment of the workstation. Further guidance on this matter is available from the Health and Safety team, or from within AS31 – Ergonomics in the Workplace.

5. Requirements of the Workstation

Services will ensure that all DSE workstations used by their employees, in connection with work, are of the standards indicated within Appendix 2 of this document.

The schedule to the regulations sets out the minimum standards required to be met by all Services of the Authority. Each Service will ensure that workstations meet the requirements laid down in the Schedule, these requirements being summarised in Appendix 2.

Services will consider the following areas in developing suitable workstations:

Display Screens	Keyboards	Work Desk or Work Surface
Work Chair	Space Requirements	Lighting
Reflections and Glare	Noise	Heat
Radiation	Humidity	Software

6. Work Routines

Managers should plan work activities so that the user / regular user is periodically interrupted by breaks or changes of activity. All Service arrangements should clearly identify a process through which break/pause times from D.S.E. work can be established.

Services should ensure that all users and regular users are given adequate information, instruction and training on the need for adequate breaks or pauses.

The following guidance is given for the provision of adequate breaks or pauses:

1. Breaks should be taken before the onset of fatigue, not in order to recuperate.
2. Breaks or changes in activities should be included in working time.
3. Breaks or pauses are intended to reduce the workload at the screen and should not result in a higher pace or intensity of work on account of their introduction.
4. Short frequent breaks are more satisfactory than occasional breaks, for example, a 5 - 10 minute break after 50 - 60 minutes continuous screen and/or keyboard work is likely to be better than a 15 minute break every 2 hours.
5. If possible, breaks should be taken away from the screen.
6. Informal breaks - that is time spent not viewing the screen (for example, other tasks), appear from studies to be more effective in relieving fatigue than formal rest periods.

7. Training and Information

All users and regular users of Display Screen Equipment must be provided with adequate health and safety training relevant to their workstation. Such training is available via a number of routes and might include classroom based learning, coaching or online training via CONNECT. A combination of methods may be required to address the areas outlined below.

Health and safety training should be aimed at reducing or minimising the three risk areas of:

- physical problems;
- visual fatigue; and
- mental stress.

Training should be given to all those employees expected to use DSE, it is however especially relevant to those identified as users or regular user. Six inter-related aspects of training should be considered when formulating local training programmes.

1. The user/regular users role in the correct and timely detection and recognition of hazards and risks;
2. A simple explanation of the causes of risk and the mechanisms by which harm may be brought about, for example poor posture leading to static loading of the musculoskeletal system and eventual fatigue and pain;
3. User/regular user initiated actions and procedures which will bring risks under control and to acceptable levels. Training should include the following 5 points:
 - Desirability of comfortable posture and importance of postural change;
 - Use of adjustment mechanisms;
 - Use and arrangement of workstation equipment;
 - Cleaning arrangements;
 - Need for breaks or changes in activities.
4. Organisational arrangements by which symptoms or problems with the workstation can be communicated to the management;
5. Information on these regulations, particularly as regards eyesight, rest pauses and minimum requirements;
6. The user/regular user's contribution to D.S.E. Work Station Assessments.

Information

All categories of users must receive information about the possible risks from work with display screen equipment.

The information must cover:

- A summary of potential risks
- A summary of the minimum workstation requirements.
- Recommendations on how to avoid problems.
- Arrangements for dealing with problems and eye testing.

Advice on the provision of training and information can be obtained from the Health and Safety team.

8. Eyes/Eyesight Tests

Medical evidence shows that using display screen equipment is not associated with damage to eyes or eyesight: nor does it make existing defects worse. Some employees may, however, experience temporary fatigue, leading to a range of symptoms such as impaired visual performance, red or sore eyes and headaches, or the adoption of awkward posture can cause further discomfort to the limbs.

Working with Display Screen Equipment, like any other visually demanding activity, will tend to highlight pre-existing vision defects.

When users or regular users request an appropriate eye and eyesight test the following procedures will apply:

1. Appropriate time-off with pay should be given for such eyesight testing.

2. Time-off with pay should also be allowed for any initial fitting of spectacles and for repeat examinations.
3. A standard letter (for example, HSF17 – Optical Examination and Recovery of Expenses Form) must be used and certain Conditions must be met:
 - The employee must give their consent to such an examination.
 - Services must fully complete the appropriate sections of HSF17 before being given to the employees.
 - The part completed Form HSF17 should be taken by the employee to the optician nominated by the Service. The employee should emphasise to the optician that a General Ophthalmic Services (NHS) examination is required along with an examination on the visual standards for DSE operators.
 - Where an examination has shown that an employee requires corrective appliances with a special prescription used solely for work with display screen equipment, the Council will reimburse reasonable costs. Where corrective appliances are not required then the cost of the examination will be reimbursed. Refer to Appendix 3 for current costs.
 - The acquisition of any other corrective appliances required following the examination is the responsibility of the employee who should make their own arrangements to obtain them.
4. Appropriate receipts must be provided and a completed Form HSF17 supplied to the Service. An employee may purchase spectacles at a higher price on the understanding that the difference is paid by the employee.

It has been found that less than 10% of those tested have shown a need for special corrective appliances to work with D.S.E.

Re-testing of Eyesight.

Users and regular users require tests to be repeated at regular intervals, for example, every 2 to 3 years or as indicated by the optician.

Services will put in place a system to provide users and regular users with re-tests at suitable intervals or in specific cases on the advice of the optician.

Display Screen Equipment - Possible Effects on Health**Hazards**

The introduction of display screen equipment has been associated with a range of symptoms related to visual system and working posture. These are often reflected by fatigue. They can readily be prevented by applying ergonomic principles to the design, selection and installation of display screen equipment, the design of the workplace, and the organisation of the task. The following hazards have been associated with DSE use to some extent.

1. Upper Limb Pains and Discomfort

A range of conditions of the arm, hand and shoulder areas linked to work activities are now described as work related upper limb disorders (WRULDS). These range from temporary tissue disorders like peritendinitis or carpal tunnel syndrome. Some keyboard operators have suffered occupational cramp.

Prolonged static posture of the back, neck and head are known to cause musculoskeletal problems. Awkward positioning of the hands and wrist (for example, as a result of poor working technique or inappropriate work height) are further likely factors. Outbreaks of soft tissue disorders among keyboard workers have often been associated with high workloads combined with tight deadlines. The variety of factors contributing to display screen work risk requires a risk reduction strategy which embraces proper equipment, furniture, training, job design and work planning. The contribution to the onset of any disorder of individual risk factors (for example, keying rates) is not clear.

2. Eye and Eyesight Effects

Medical evidence shows that using display screen equipment is not associated with damage to eyes or eyesight; nor does it make existing defects worse. But some employees may experience temporary fatigue, leading to a range of symptoms such as impaired visual performance, red or sore eyes and headaches, or the adoption of awkward posture which can cause further discomfort in the limbs. These may be caused by:

1. staying in the same position and concentrating for a long time;
2. poor positioning of the display screen equipment;
3. poor legibility of the screen or source documents;
4. poor lighting, including glare and reflections; and
5. a drifting, flickering or jittering image on the screen.

Like other visually demanding tasks, D.S.E. work may make employees with pre existing vision defects more aware of them. Such uncorrected defects can make work with a display screen more tiring or stressful than would otherwise be the case.

3. Fatigue and Stress

Many symptoms described by display screen users reflect stresses arising from their task.. The risks of display screen users experiencing physical fatigue and stress can be minimised however by following the principles underlying the Display Screen Equipment Regulations 1992 and guidance, i.e. by careful design, selection and disposition of display screen equipment; good design of the user's workplace, environment and task; and training, consultation and involvement of the user.

4. Epilepsy

Display screen equipment has not been known to induce epileptic seizures. People suffering from photosensitive epilepsy who react adversely to flickering lights and patterns also find they can safely work with display screens. People with epilepsy who are concerned about display screen work can seek further advice from their Service Human Resources team who may refer the matter to the Council's Occupational Health Provider if necessary.

5. Facial Dermatitis

Some DSE users have reported facial skin complaints such as occasional itching or reddened skin on the face and/or neck. These complaints are relatively rare and the limited evidence available suggests they may be associated with environmental factors, such as low relative humidity or static electricity near the DSE.

6. Electro Magnetic Radiation

Anxiety about radiation emissions from display screen equipment and possible effects on pregnant women has been widespread in the past. However, there is substantial evidence that these concerns are unfounded. The Health and Safety Executive has consulted the National Radiological Protection Board who have advised that the levels of ionising and non-ionising electromagnetic radiation are well below those set out in international recommendations and do not pose significant risk to health. No special protective measures are therefore needed to protect the health of people from this radiation.

7. Effects on Pregnant Women

There has been considerable public concern about reports of higher levels of miscarriage and birth defects among some groups of D.S.E. workers in particular due to electromagnetic radiation.

The Health and Safety Executive sponsored some research into this matter specifically designed to investigate the alleged increased incidence of spontaneous abortion of women exposed to DSE at work. Some 450 pregnant women participated in the study. The findings were issued in July 1992 and the study's main conclusion was:

“Given the findings and their consistency with the results from other recent studies, it is concluded that pregnant women who work with D.S.E. are not at increased risk of clinically diagnosed spontaneous abortion ...”

Reference - British Journal of Industrial Medicine 1992, 49,507 - 512

In the light of the scientific evidence pregnant women do not need to stop work with D.S.E. However, it does appear that fears over the possibility of radiation effects might cause stress if the fears cannot be allayed.

In such circumstances the following procedures shall apply in the Council:

1. When users/regular users who have confirmation of pregnancy, request a transfer to other work despite reassurances their request should be treated sympathetically.
2. If counselling fails and management agrees to a transfer it should be made clear to the operator concerned that the transfer is to relieve stress and worry and not because of any defined hazard.
3. Any transfer will only be for the duration of the pregnancy.

The above views are expressed in the light of current evidence and the policy of transfer to alternative work may be either withdrawn or amended in light of future conclusive research.

Guidance on Workstation Minimum Requirements

1. Introduction

Services should ensure that minimum requirements for workstations are incorporated into the establishment of any workstations (existing or planned). Advice on ergonomic requirements for the use of Display Screen Equipment (DSE) in office tasks is contained in BS EN ISO 9241 and workstations satisfying this standard, in most cases, go beyond the minimum requirements. HSF42 – Workstation Tolerances can be used to audit compliance on this matter, this can be downloaded from the DSE pages of CONNECT.

2. Display Screen

Choice of display screen should be considered in relation to other elements of the work system, such as the type and amount of information required for the task, and environmental factors. A satisfactory display can be achieved by custom design for a specific task or environment, or by appropriate adjustments to adapt the display to suit changing requirements or environmental conditions. Most display screens are now of an LCD type and are noted to give more flexibility and control over viewing distances compared to the older CRT based displays.

Some specific issues that relate to the display include:

- **Display Stability**

Individual perceptions of screen flicker vary and a screen which is flicker free to 90% of users should be regarded as satisfying the minimum requirement.

- **Screen Adjustability**

Adjustment mechanisms allow the screen to be tilted or swivelled to avoid glare and reflections and enable the worker to maintain a natural and relaxed posture. They may be built into the screen, form part of the workstation furniture or be provided by separate screen support devices; they should be simple and easy to operate. Screen height adjustment devices, although not essential, may be a useful means of adjusting the screen to the correct height for the worker.

- **Glare and Reflection**

Screens are generally manufactured without highly reflective surface finishes but in adverse lighting conditions, reflection and glare may be a problem.

3. Keyboard

Keyboard design should allow users to locate and activate keys quickly, accurately and without discomfort. The choice of keyboard will be dictated by the nature of the task and determined in relation to other elements of the work system. Hand support may be incorporated into the keyboard for support while keying or at rest depending on what the user finds comfortable, may be provided in the form of a space between the keyboard and front edge of the desk, or may be given by a separate hand/wrist support attached to the work surface. The provision of ergonomic keyboards are not a requirement of the legislation, however there may be occasions where specific risk assessments identify the provision of such a keyboard as a useful control measure.

4. **Work Desk or Work Surface**

Work surface dimensions may need to be larger than for conventional non-screen office work, to take adequate account of:

- the range of tasks performed (for example, screen viewing, keyboard input, use of other input devices, writing on paper etc.);
- position and use of hands for each task; and
- use and storage of working materials and equipment (documents, telephones etc.).

Document holders are useful for work with hard copy, particularly for workers who have difficulty in refocusing. They should position working documents at a height, visual place and, where appropriate, viewing distance similar to those of the screen; be of low reflectance; be stable; and not reduce the readability of source documents.

5. **Work Chair**

The primary requirement here is that the work chair should allow the user to achieve a comfortable position. Seat height adjustments should accommodate the needs of users for the tasks performed. The Regulations require the seat to be adjustable in height (i.e. relative to the ground) and the seat back to be adjustable in height (also relative to the ground) and tilt.

Provided the chair design meets these requirements and allows the user to achieve a comfortable posture, it is not necessary for the height or tilt of the seat back to be adjustable independently of the seat. Automatic backrest adjustments are acceptable if they provide adequate back support. General health and safety advice and specifications for seating are given in the HSE Guidance Note, "**Seating at Work (HS(G)57)**".

6. **Space Requirements**

Prolonged sitting in a static position can be harmful. It is most important that support surfaces for display screen and other equipment and materials used at the workstation should allow adequate clearance for postural changes. This means adequate clearances for thighs, knees, lower legs and feet under the work surface and between furniture components. The height of the work surface should allow a comfortable position for the arms and wrists, if a keyboard is used.

7. **Lighting, Reflections and Glare**

Lighting should be appropriate for all the tasks performed at the workstation, for example, reading from the screen, keyboard work, reading printed text, writing on paper etc. General lighting - by artificial or natural light, or a combination - should illuminate the entire room to an adequate standard. Any supplementary individual lighting provided to cater for personal needs or a particular task should not adversely affect visual conditions at nearby workstations.

Problems which can lead to visual fatigue and stress can arise, for example, from unshielded bright lights or bright areas in the worker's field of view; from an imbalance between brightly and dimly lit parts of the environment; and from reflections on the screen or other parts of the workstation.

Measures to minimise these problems include shielding, replacing or repositioning sources of light; rearranging or moving work surfaces, documents or all or parts of workstations; modifying the colour or reflectance of walls, ceilings, furnishings etc. near the workstation; altering the intensity of vertical to horizontal illuminance, or a combination of these. Anti-glare screen filters should be considered as a last resort if other measures fail to solve the problem.

General guidance on minimum lighting standards necessary to ensure health and safety of workplaces is available in the HSE Guidance Note 'LIGHTING AT WORK (HS (G) 38)'. This does not cover ways of using lighting to maximise task performance or enhance the appearance of the workplace, although it does contain a bibliography listing relevant publications in this area. Specific and detailed guidance is given in LG07: Office lighting published by the Chartered Institution of Building Services Engineers (CIBSE)

8. Noise

Noise from equipment such as printers at display screen workstations should be kept to levels which do not impair concentration or prevent normal conversation (unless the noise is designed to attract attention, for example, to warn of a malfunction). Noise can be reduced by replacement, sound-proofing or repositioning of the equipment; sound insulating partitions between noisy equipment and the rest of the workstation is an alternative.

9. Heat and Humidity

Electronic equipment can be a source of dry heat which can modify the thermal environment at the workstation. Ventilation and humidity should be maintained at levels which prevent discomfort and problems of sore eyes.

10. Radiation

It is not necessary, from the standpoint of limiting risk to human health, to take any action to reduce radiation levels or to attempt to measure emissions; in fact the latter is not recommended as meaningful interpretation of the data is very difficult. There is no need for users to be given protective devices such as anti-radiation screens.

11. Task Design and Software

In display screen work, good design of the task can be as important as the correct choice of equipment, furniture and working environment. It is advantageous to:

- design jobs in a way that offers variety, opportunities to exercise discretion, opportunities for learning, and appropriate feedback, in preference to simple repetitive tasks whenever possible (for example, the work of a typist can be made less repetitive and stressful if an element of clerical work is added);
- match staffing levels to volumes of work, so that individual users are not subject to stress through being either overworked or underworked;
- allow users to participate in the planning, design and implementation of work tasks whenever possible.

In most display screen work the software controls both the presentation of information on the screen and the ways in which the worker can manipulate the information. Thus software design can be an important element of task design. The main points are:

- Suitability for the task
- Ease of use and adaptability
- Feedback on system performance
- Format and pace
- Performance monitoring facilities.

DSE Eye Screening - Recovery of Expenses and Current Costs

The Council will review on a regular basis, the level and method of reimbursement for expenses incurred in order to comply with the Health and Safety (Display Screen Equipment) Regulations 1992.

Detailed below are the current procedures etc.

Costs

The Council will agree to reimburse employees for the statutory eye test **and** the provision of corrective appliances, if such appliances are deemed necessary solely for the use of D.S.E. up to the total value of £50.00 (fifty pounds).

An employee may purchase spectacles at a higher price on the understanding that the difference is paid by the employee.

Reimbursement

Costs will be reimbursed on presentation of a receipt, a completed HSF17 form and a Service expenses form.

Services will make arrangements to reimburse employees from their appropriate cost centres.

Employee Information Sheet - Display Screen Equipment

This information sheet is intended to provide everyone with an overview of the actions needed to help ensure Display Screen Equipment (DSE) use is, so far as reasonably practicable, safe. DSE means any alphanumeric or graphic display screen, commonly referred to as VDU, monitor, word processor etc.

The area around a DSE device is often referred to as the workstation and it is the safety of the whole workstation that is important when addressing any safety responsibilities. The workstation means an assembly comprising:

- DSE, with or without a keyboard, software or input device
- optional accessories
- disk drives, telephone, modem, printer, work holder
- work desk, work chair, work surface
- the immediate work environment.



It is important to define the range of people that are covered by the regulations and to help with this the following definitions are useful.

User - means an employee who habitually uses display screen equipment as a significant part of his / her normal work.

Regular User - An employee whose work activity involves the continuous operation of display screen equipment on a daily basis for more than an hour but who throughout the normal 8 hour working day regularly performs other tasks.

Occasional User - An employee whose work activity involves the occasional operation of display screen equipment for less than one hour possibly on a daily basis but whose main activity is not the operation of display screen equipment.

Persons considered not to be at work would generally fall outwith the scope of the regulations however good practice should be applied as much as possible to their activities and as much information/instruction as possible made available to them (e.g. pupils or library users etc).

Safe Use

Increased use of Display Screen Equipment (DSE) has been associated with a range of symptoms linked to workstation set-up and posture. This information sheet is designed to provide you with advice and information to avoid potentially adverse health effects such as musculoskeletal disorders and fatigue.

Sitting

- ❖ When you are sitting, adjust your backrest so that its curve supports your lower back. Sit upright or recline slightly.
- ❖ As a general guide your eyes should be the same height as the top of your monitor. Think about moving your base unit if the screen is too high, or too low for you.
- ❖ Avoid leaning to one side when copying from written work. If you regularly do copy typing, a document holder may be appropriate.
- ❖ If the height of your armrests means you can't get close enough to the desk, think about removing them.
- ❖ If you can't put your feet flat on the floor after adjusting your chair to the right height you probably need a footrest.

Hands, Arms and Shoulders

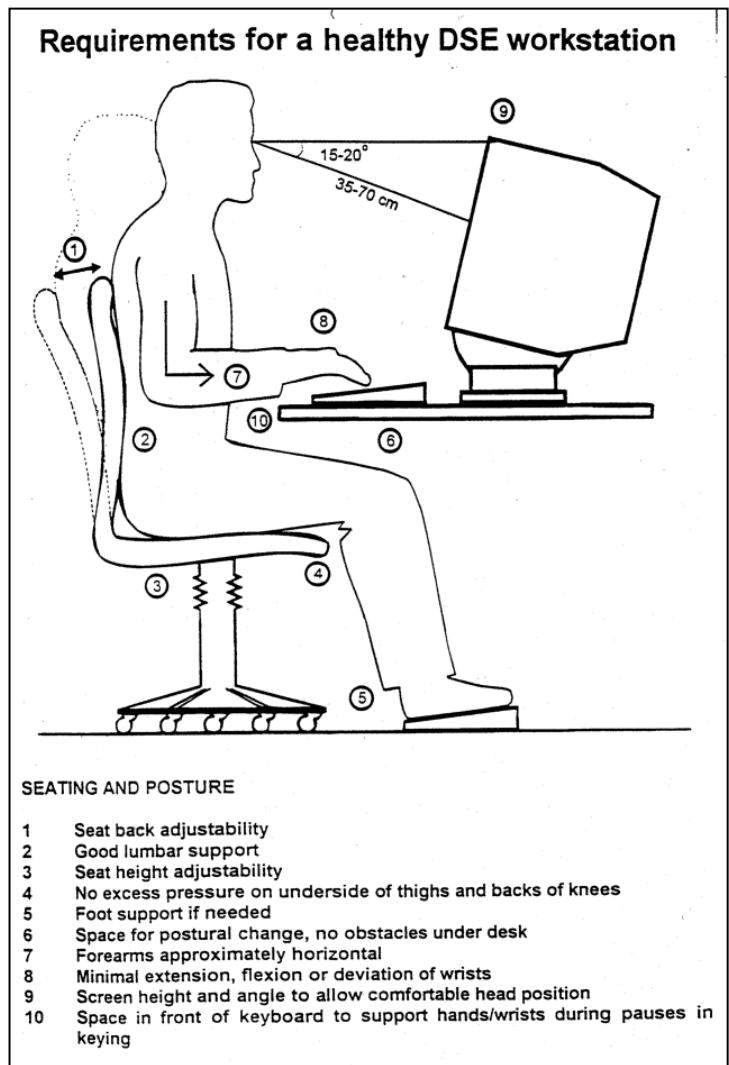
- ❖ Ensure that your forearms are roughly horizontal and elbows close to your body. Avoid typing with your wrists up or down, e.g. resting them on the desk when typing.
- ❖ Position the mouse close to the keyboard so that you don't have to stretch your arm out to reach it.
- ❖ Flattening a tilted keyboard can straighten your wrists.
- ❖ Use the keyboard shortcuts instead of the mouse (look at Microsoft Help file, select Contents and Index then search for **shortcut keys**).

General Information

- ❖ Try to organise your day to avoid long uninterrupted periods of DSE use and ensure you move around. Writing and using the telephone provide natural breaks.
- ❖ If you have long uninterrupted periods of DSE use ensure you take a 1 – 2 minute break to do other work for every 15 – 20 minutes of keyboard work.

YOUR HEALTH

Display Screen Equipment has been blamed, often incorrectly, for a wide range of health problems. Only a small percentage of "Users" actually suffer problems as a result of their work. Problems are generally caused by the way DSE is used, or the way a workstation has been set up, rather than the equipment itself.



Are aches and pains in arms, hands and shoulders caused by using visual display units?

Some people may experience temporary discomfort in their upper body, especially after long periods of uninterrupted display screen work. In a very few cases aches and pains may become more persistent. Good workstation layout and good working practices can prevent most problems of this kind.

What can be done to combat tiredness, pain and headaches?

Repetitive head and trunk movement is a major cause of pain. If you regularly copy type use a document holder to reduce the repetitive head movement that causes pain in the neck and shoulders. Many things can be put right once the cause has been found. This might include poor screen image, poor posture, screen glare, a change in the pace of work or a combination of these.

Common Problems	Common Solutions
Tingling, pain or numbness in fingers of thumbs?	Are you working with your wrists bent? You might be sitting too high or too low.
Stiff or aching neck	Check the height of your monitor. Your eyes should be roughly level with the top of the casing.
Pain, swelling, tenderness and redness of hand, wrist and or forearm	Are you carrying out repetitive tasks for long, uninterrupted periods? Take short and frequent breaks form repetitive tasks to do different work.

Are pregnant women at risk from display screens?

Although this is a frequently expressed fear, there is no risk of miscarriage or foetal damage as the radiation levels from display screens are so small as to be totally harmless. However, since anxiety can represent a danger in itself, pregnant women should discuss their concerns with their manager in the first instance.

Entitlement to Eye Tests

If you are identified as a DSE 'User' then you are entitled to an eye test and, where prescribed, spectacles. North Lanarkshire Council operates a vision screening programme via local opticians. Your team manager will be able to give you access to the scheme.

DSE 'User' Training

For further details of the online training courses available for DSE 'Users' check out the health and safety pages of CONNECT.

Further Information and Reporting

If you experience any ill-health symptoms (aches, pains) please report them to your team manager. Persistent symptoms should be recorded on an Internal Incident Report Form (HSF1).

Other documents available:

AS10 – Display Screen Equipment

(Extract from IS14 – Display Screen Equipment

Impact Assessments

Document Title: Health and Safety Policy - Arrangement Section 10 - Display Screen Equipment

Date: 1 December 2017

Review Date: As circumstances dictate

Environmental Impact Assessment: This document has been assessed for significant environmental impact; no detrimental impact has been identified.

Equality Impact Assessment: This document has been assessed for significant equality implications; no significant issues have been identified.

General Comments: This document is the arrangement section, relating to the management of display screen equipment and associated workstations, associated with the Council's health and safety policy required by the Health and Safety at Work Act 1974, the general aims of the council is to ensure a healthy and safe working environment for all persons working for or making use of Council Services. Nothing in the document serves to have any negative impact on the above issues and indeed, in general, associated documents will encourage positive consideration of the factors to ensure all members of the workforce and community are afforded access to the same safe and healthy workplace.