

AU Standard Practice Instruction – Display Screen Equipment

1.0 Purpose:

- 1.1 To provide guidance for the assessment of display screen equipment (DSE) workstations and the work activities of Users in order to minimise work-related risks to health.

2.0 Scope:

- 2.1 This document is intended for all 'Users' of DSE equipment in the course of their work at Aberystwyth University (AU).
- 2.2 To uphold the duty of care to employees under the Health and Safety at Work etc. Act, 1974 and the Health and Safety (Display Screen Equipment) Regulations, 1992.

3.0 Definitions:

- 3.1 'User': A member of AU staff or an AU postgraduate student who is required to use DSE equipment in an intensive fashion as part of their normal work.
- 3.2 'DSE': Equipment that incorporates a visual display unit that shows text and/or images which have to be observed as part of a work activity and manual controls that need to be operated frequently as part of that work activity.
 - 3.2.1 Examples of DSE in widespread use at AU include computer workstations, video editing equipment and microfilm / fiche readers. (Items of specialist research equipment - such as electron microscopes - are not included in the scope, though the ergonomic principles can be applied by those responsible for the training of Users of such equipment.)
 - 3.2.2 *Note:* Any member of AU who possesses a relevant disability and needs to utilise DSE, irrespective of the above criteria, will require appropriate assessment and training. In such cases Human Resources may be consulted to assist in identifying 'reasonable adjustments'.

4.0 Responsibilities:

- 4.1 *Heads of Departments (HoD) and Academic Institutes:*
 - 4.1.1 To ensure that DSE assessments are carried out.
 - 4.1.2 To provide necessary funds for any workstation equipment required as a result of the DSE assessment.
 - 4.1.3 To fund eye tests and the standard AU contribution to the cost of DSE spectacles if prescribed.
- 4.2 *Departmental Safety Officers (DSO):*
 - 4.2.1 To assist their HoD by coordinating the DSE assessment process with their own department.
 - 4.2.2 To establish and maintain records of departmental DSE assessments, including a register of all departmental Users and submitted assessments.
 - 4.2.3 To inform departmental staff of the DSE assessment process.

- 4.2.4 Completed DSE assessments should be stored within the department while the Users remain members of AU, and for a further five years after they have left.
- 4.3 *Managers/Supervisors:*
 - 4.3.1 To ensure that new appointees undertake their personal DSE assessment.
 - 4.3.2 To submit any DSE assessments provided to them, to the DSO.
 - 4.3.3 Ensure that Users of DSE undertake appropriate training for the use of DSE where it is required as part of their work activities.
 - 4.3.4 To pay due regard to outcomes of a DSE assessment and make any management changes as necessary.
 - 4.3.5 To ensure that staff are aware that they must review their DSE assessments annually or if, for example, major changes are made to the equipment, the nature of work or layout of workstations.
 - 4.3.6 To refer any User with DSE concerns after conducting their personal DSE assessment, to a qualified DSE assessor, via the Health, Safety and Environment (HS&E) Department.
- 4.4 *Users:*
 - 4.4.1 To undertake a personal DSE assessment, using the forms on the HS&E Department Webpage (www.aber.ac.uk/en/hse/proc-prac/dse/).
 - 4.4.2 To submit a completed assessment to their Manager/Supervisor.
 - 4.4.3 To pay due regard to the outcomes of the DSE assessment.
 - 4.4.4 Take responsibility for following advice resulting from a DSE assessment and the guidance in the AU HS&E handbook.
 - 4.4.5 To report to their Manager/Supervisor any concerns regarding DSE.
 - 4.4.6 To review their DSE assessment annually or if, for example, major changes are made to the equipment, the nature of work or layout of workstations. An assessment should also be reviewed if a medical condition arises that may be caused or exacerbated by the use of DSE.
 - 4.4.7 The AU Occupational Health Physician should be consulted if necessary.
- 4.5 *HS&E Office:*
 - 4.5.1 To refer concerns raised by Managers/Supervisors to a qualified DSE assessor.
 - 4.5.2 To provide advice and guidance where necessary.

5.0 Practice (to be followed by Users):

- 5.1 Conduct a DSE assessment using the 'VDU workstation checklist' supplied on the HS&E webpage (www.aber.ac.uk/en/hse/proc-prac/dse/).
- 5.2 The actions needed to address any recommendations can be immediate (e.g. adjustment of a chair) or they may need to involve the DSO, Manager/Supervisor and HoD (where changes to work patterns, equipment, software and/or facilities are needed).

- 5.3 The prime objective of the assessment is to try and prevent development of medical problems in the future. However, if the assessment uncovers an existing problem or if a relevant medical condition arises, which may be related to the use of DSE, further assessment by occupational health specialists may be needed; in such cases the issue should be noted on the assessment checklist and the AU Occupational Health Physician should be consulted by the User (via HR).
- 5.4 Post Graduate Research Students may be able to claim for the costs of eye tests on the basis of low income. In the first instance form HC1W (available from GP or Student Wellness Centre) should be completed and sent to the address on the form. If support is refused take the letter to your department who will then arrange for payment as per the normal staff procedure.
- 5.5 Provide the completed assessment to their Manager/Supervisor.

6.0 References:

- 6.1 HSE (2003) Work with Display Screen Equipment, Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 Guidance on Regulations <http://www.hse.gov.uk/pubns/priced/l26.pdf>
- 6.2 HSE (2003) VDU Workstation Checklist <http://www.aber.ac.uk/en/media/departmental/healthsafetyenvironment/vduchecklist.pdf>