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LEAFLET 5 TO PART 3 TO SHEF MANUAL

SAFE WORKING WITH COMPUTERS (DISPLAY SCREEN EQUIPMENT)

1. Working with Display Screen Equipment (DSE) can lead to musculoskeletal problems, eye fatigue and mental stress if Health and Safety criteria are not observed. The Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 deal with all aspects of the workstation where DSE is used.
2. An employee is a DSE user if they regularly use display screen equipment for an hour a day or more as part of their working activities. The definition of DSE covers any work equipment having a screen that displays alphanumeric or graphical information; this information may be displayed using cathode ray tube (conventional) or flat panel (liquid crystal/plasma) screens, touch-screens, or any other emerging technologies but does not include such things as calculators or measurement displays etc. Common-sense applies and if for example an employee uses a specific computer for 5 hours at a time but only 1 day a week they must still be considered a user.
3. To minimise the risk of exposure to DSE hazards, all staff who are classified DSE users should undertake DSE training appropriate to their role and the equipment they use. For normal office use, appropriate training can be achieved by taking the Defence Academy online V397(DSE) course that is available on the Defence Learning Portal, this training should be repeated at least every 2 years. All DSE users should also complete a User DSE Assessment using MOD Form 5016 (Annex A). In doing this assessment they should take into consideration their accumulative use of DSE which includes work, domestic and hobby activities.

Line Managers, in accordance with DSE Regulations and JSP375, must:

- a. Carry out DSE Workstation Assessments on all DSE equipment in their area of responsibility using MOD Form 5013 (Annex B) in accordance with JSP 375 Vol 2 Leaflet 24.
- b. Ensure that workstations satisfy the minimum requirements which are set for DSE i.e. suitable screen with height and tilt adjustments, separate keyboard with tilt adjustment, pointing device, suitable desk, chair, task design and software.
- c. Plan work schedules to ensure the DSE users take adequate breaks from the computer. This does not mean that users necessarily leave their workplace but can use the time to conduct other activities that do not require computer use eg. filing. Users should take a minimum of 5 to 10 minutes every hour rather than 15 mins every 3 hours.

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4. The User DSE Assessment, MOD Form 5016 and Workstation DSE Assessment MOD Form 5013 are available in Annexes A and B respectively. User and workplace assessments should be completed in accordance with instructions on the forms and further guidance can be found in JSP 375 Vol 2 Leaflet 24.

5. If you frequently work away from the office and use a lap-top, you should wherever possible use a docking station.

- Use a separate keyboard and mouse where possible, this should help improve/maintain a good posture.
- Position the lap-top to minimise glare on the screen.
- Lap-tops should be placed on a firm surface at the right height for keying in.
- Always Use an appropriate bag or carry case when carrying a laptop.
- Before each use do a visual check to ensure cables etc are not causing a trip hazard and check for damage, especially to power cables.