Guideline Document

Ref: GD:007:02	RE:Display Screen Equipment		
Issue date:	September 2018	**Revised Date:**	October 2022
Author(s):	National Health and Safety Function		
Responsibility for Implementation:	All HSE Managers (staff who hold a management role at any level within the organisation) with responsibility for carrying out health and safety risk assessments and employees who are habitual users of DSE's as a significant part of their normal work.		
Note:	When conducting DSE risk assessments consideration should be paid to the risk presented and the means of avoiding and mitigating any such risk so far as is reasonably practicable. *The information provided is for general guidance only, should you require more specific advice please contact the Health & Safety Help Desk www.hse.ie/safetyandwellbeing. The management of any occupational safety and health issue(s) remains the responsibility of local management.*		

Key Amendments	
Section	*Amendment*
Pg 1 Note:	*Removed reference to 2 meter distance*
Pg 8	*Removed reference to FAQ Statutory OSH Training*
Pg 11 Display Screen Equipment Workstation Risk Assessment	*Removed reference to 2 meter distance*

1.0   Introduction

The Healthcare Sector employs in excess of 100,000 people and a significant number of these employees regularly work with Display Screen Equipment (DSE). Chapter 5 of Part 2 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007 (also known as the Display Screen Equipment Regulations 2007) addresses the minimum safety requirements for working at a DSE workstation to include:

- DSE equipment to include the chair, screen/monitor, keyboard, mouse and desk/work surface
- The Users work environment to include space, lighting, reflection and glare, noise, heat and humidity
- The User/Computer interface to include appropriate software and training and the organisation and planning of work tasks

The risks associated with working with a poorly designed DSE workstation include musculoskeletal disorders, such as back pain or upper limb disorders, visual fatigue, and mental stress. While the risks of injury are often low, they can still be significant if good practice is not followed. In this regard, the HSE is committed to protecting employees from the potential hazards and risks presented by poorly designed DSE workstations.

2.0   Legislative Framework

2.1   The Safety, Health and Welfare at Work Act, 2005.

2.2   Safety, Health and Welfare at Work (General Application) Regulations, 2007 (S.I. 299/2007); Chapter 5 of Part 2; Display Screen Equipment.

3.0   Purpose

This document sets out the HSE's approach to the management of risks associated with the use of DSE workstations by:

3.1   Outlining the legislation governing the need to evaluate the health and safety conditions of work at a DSE workstation.

3.2   Outlining the roles and responsibilities of Line Managers and Employees in relation to DSE.

3.3   Describing the risk assessment process to be used for conducting individual DSE workstation assessments.

4.0   Scope

This guidance applies to all:

4.1   HSE Managers (staff who hold a management role at any level within the organisation) with responsibility for carrying out health and safety risk assessments.

4.2   Employees who habitually use DSE as a significant part of their normal work.

"Habitual Users" (known as DSE Users) are employees who:

- Have no choice but to use DSE to carry out their work
- Normally use DSE for continuous periods of more than one hour per day
- Generally use DSE on a daily basis

Note: Laptops do not fall under the scope of the Regulations as they are intended for short term use only and do not meet the basic requirements of the Regulations, e.g. with respect to the keyboard, which must be separate from the screen. A risk assessment must be carried out to assess the usage of the laptop and if necessary a laptop workstation will be required. The laptop workstation should ensure that the laptop is connected to a separate monitor, mouse and keyboard. The workstation must then be assessed to determine whether it meets the requirements detailed in the Display Screen Equipment Regulations.

5.0   Definitions

Competence of a DSE Workstation Assessor	For the purposes of the relevant statutory provisions, a person is deemed to be a competent person where, having regard to the task he or she is required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which he or she undertakes work, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken. In the context of assessing the workstation , a line manager / person designated by the line manager as a DSE Workstation Assessor must complete the following HSElanD modules in order to be considered competent: • Managing Health and Safety in The Healthcare Setting • Display Screen Equipment - User Awareness Module • Display Screen Equipment - Assessor Module • It is also recommended that managers (DSE Workstation Assessors) attend a risk assessment workshop, to help reinforce competency around the risk assessment process A sample of DSE assessments will be audited on an annual basis by, or through, the National Health and Safety Function in order to verify DSE Workstation Assessor competency and ensure consistency of approach *(Ref: Safety, Health and Welfare at Work Act, 2005)*
Control Measure	A mechanism, process, procedure or action which can be verified which seeks to reduce the likelihood and / or consequence of a risk. Controls include any process, policy, device, practice or other actions which modify risk. They can be required as additional in order to further mitigate the risk *(Ref: HSE Integrated Risk Management Policy, 2017)*
Display Screen Equipment (DSE)	DSE means any alphanumeric or graphic display screen, regardless of the display process involved *(Ref: Safety, Health and Welfare at Work (General Application) Regulations, 2007 (S.I. 299/2007); Chapter 5 of Part 2; Display Screen Equipment*
Hazard	A potential source of harm or adverse health effect on a person or persons *(Ref: HSE Integrated Risk Management Policy, 2017)*
Likelihood	Chance of something happening (also described as the probability or frequency of an event occurring) *(Ref: HSE Integrated Risk Management Policy, 2017)*
Impact	The outcome or consequence of an event affecting objectives *(Ref: HSE Integrated Risk Management Policy, 2017)*

Risk	Risk is the uncertainty of objectives. In terms of occupational health and safety risk it is the combination of the likelihood of occurrence of a work related hazardous event or exposure(s) and the impact of the injury or ill-health that can be caused by the event or exposure. *(Ref: adapted from HSE Integrated Risk Management Policy, 2017)*
Risk Assessment	The overall process of risk identification, risk analysis and risk evaluation. *(Ref: HSE Integrated Risk Management Policy, 2017)*
Risk Register	A risk register is a database of assessed risks that face any organisation at any one time. Always changing to reflect the dynamic nature of risks and the organisations management of them, its purpose is to help managers prioritise available resources to minimise risk and target improvements to best effect. *(Ref: HSE Integrated Risk Management Policy, 2017)*
Workstation	Means an assembly comprising display screen equipment, which may be provided with a keyboard or input device or software, or a combination of the foregoing, determining the operator and machine interface, and includes: (a) a work chair and work desk or work surface, (b) any optional accessories and peripherals, and (c) the immediate work environment of the display screen equipment *(Ref: Safety, Health and Welfare at Work (General Application) Regulations, 2007 (S.I. 299/2007); Chapter 5 of Part 2; Display Screen Equipment)*

6.0 Roles and Responsibilities

The roles and responsibilities of managers and employees are defined in the Corporate Safety Statement and local Site / Service Safety Statements and hence are not reproduced here (please refer to aforesaid documents for further information).

The following roles and responsibilities are pertinent to this guidance document:

6.1 Managers must:

6.1.1 Ensure the use of DSE is not a risk for employees.

6.1.2 Carry out a DSE risk assessment / DSE analysis of their employees workstations in line with Schedule 4 of the Regulations and implement the necessary control measures identified.

6.1.3 Plan work activities so as to ensure daily work on DSE is periodically interrupted by breaks or changes of activity.

6.1.4 Provide information to employees in relation to control measures which have been implemented.

6.1.5 Provide training to employees in the use of workstations before commencing work with display screen equipment and whenever the organisation of the workstation is modified

6.1.6 Perform a further risk assessment/analysis when:
- An employee transfers to a new workstation or
- Significant new work equipment, change of equipment or new technology is introduced at an individual's workstation

6.1.7 Ensure that the provision of an appropriate eye and eyesight test is made available to every employee:

- Before commencing DSE work
- At regular intervals thereafter, and
- If an employee experiences visual difficulties due to DSE work

6.1.8 Review and monitor control measures implemented to ensure their effectiveness.

6.2 Employees must:

6.2.1 Take reasonable care of their own safety, health and welfare and that of others

6.2.2 Adhere to this Guideline document, associated risk assessments and local protocols

6.2.3 Co-operate in the regular review of the risk assessments and control measures to ensure that they are valid and are being effectively implemented and/or updated as required

6.2.4 Undertake relevant training as appropriate

6.2.5 Report the following in line with the HSE Incident Management Framework 2018*:*

- o Early signs and symptoms of discomfort associated with the workstation
- o Changes to your work activities, workstation or environment that may affect working safely with DSE
- o Any defects in work equipment.

6.3 Specialist Ergonomist

The role of the specialist Ergonomist is to provide advice and support where residual risk issues are identified following an analysis of an employee's workstation, completion of a risk assessment and implementation of identified control measures.

In order to engage these services the manager must provide evidence that he/she has completed the following:

- HSElanD DSE User Awareness module
- HSElanD DSE Assessor module, and
- The DSE risk assessment form in consultation with the employee (DSE User)

In addition the employee must provide evidence that he/she has completed:
- HSELanD DSE User Awareness module

Procurement of this service must be approved, funded and managed locally in order to ensure value for money.

Contact details for Ergonomist Services: Universal Safety Associates Ltd., Phone: 091 485580, Email - info@usafety.ie.

7.0 Risk Assessment

Risk assessment is the process of examining what can cause harm to people and / or the environment, so that you can consider whether you have taken sufficient precautions or more must be done to prevent injury or ill-health. Figure 1 below outlines the risk assessment process.

Figure 1. Stages in a DSE Risk Assessment and HSE Risk Assessment Process

Stage 1 Consult with the DSE User	Analyse work activities (in terms of: People, Environment, Practices/procedures, Equipment)		
Stage 2 Observe the DSE User at work			
Stage 3 Identify the hazards and assess the risks	Identify the hazard		Evaluate and Monitor
	Identify the risk associated with the hazard		
	Assess the risks	Effectiveness of Existing Controls	
Stage 4 Recommend additional controls, implement and monitor	Identify any additional control measures		
	Implement controls		

The risk assessment/analysis must be conducted by the relevant Line Manager / DSE Workstation Assessor **in consultation with the Employee** when:

- The User starts work or moves to a new workstation, or
- The User is experiencing problems with the workstation, or
- There is any other major change in the User's capability or workstation or equipment or new technology is introduced

Note: Before arranging the risk assessment/analysis, ensure the DSE User has completed the HSELanD DSE User Awareness Module so that they are familiar with how their workstation should be set up to meet their own individual needs.

7.1 Figure 1, Stages 1-3

7.1.1 Analyse the work activity and identify the hazards

As a Manager (DSE Workstation Assessor) you must undertake a risk assessment/analysis by:

- Talking to the employee in order to understand the nature of his/her work, to enable issues to be raised regarding their work activities, work station and work environment

- Observing the employee working at the workstation, and have regard to the employee's frequency and repetition of movement; force applied; awkward postures, duration of exposure, etc.
- Observing the general environment at the workstation including the set-up of the equipment, the space, lighting, potential sources of glare etc.
- Considering any psychosocial risk factors that may be present, e.g. control over pace and nature of tasks, monotonous work, high levels of attention and concentration required and frequent tight deadlines

The **DSE Risk Assessment Form** provided in Appendix I must be used for the purpose of recording the assessment of the employee's workstation.

Part A of the form documents the name of the employee, date of the assessment, details of the employees' job description and name of the DSE Workstation Assessor.

Part B details the minimum requirements as outlined in Schedule 4 of the Regulations and the DSE Workstation Assessor must tick "Yes" or "No" to each of the questions. Where the DSE Workstation Assessor is able to resolve some of the risks identified during the assessment, e.g. by adjusting the work station equipment, this must be documented in the comment field in Part B of the Risk Assessment Form.

Note: Please refer to Appendix III for DSE Workstation Assessor Guidance.

You should work through the assessment form methodically. If, after working through the form, the assessment shows the risk to be adequately controlled (i.e. "**Yes**" is ticked for all questions on the assessment), provide the employee with a copy of the risk assessment, retain a copy for your record and continue to periodically monitor and review the effectiveness of the control measures (see Section 7.3).

If you have answered **"No"** to any of the questions, continue with the steps below and document your findings on the **DSE Workstation Risk Assessment Form (Part C).**

7.1.2   Identify and assess the risk

For each hazard, determine who might be harmed and how, i.e. identify the risk associated with the hazard. You should then identify and document existing control measures and rate the risk associated with the hazard.

Note: Take account of existing control measures and their effectiveness when rating the risk.

The following two elements need to be determined when assessing the level of risk:

- The likelihood that a specified hazardous event may occur or recur, and
- The potential impact of harm or loss to staff, service users, services, environment or the organisation as a result of the undesired event occurring

To assist with this process the HSE has adopted a standardised approach to the assignment of likelihood and impact scores and the rating of risk, i.e. the HSE Risk Assessment Tool click here. This tool should be applied to all risk assessments.

7.2   Figure 1, Stage 4

Identify any additional control measures

If the risk is not adequately controlled, further control measures must be considered. Remember that controls are measures implemented to help eliminate hazards or further reduce the risk. You should carefully consider which method(s) of risk control would be most appropriate and effective in each case. Additional controls should be prioritised and assigned to an "Action Owner", who is the named person responsible for implementation.

7.3   Monitoring and Review

Once control measures have been introduced, they must be evaluated on a regular basis to assess their effectiveness and ensure they are achieving the desired result. You should do this through a systematic monitoring and review system. Workplaces are dynamic and constantly changing and these changes must be reflected in the risk assessments / analysis. The introduction of new equipment or work processes for example may introduce new hazards and so the original risk assessment should be reviewed to ensure its continued applicability.

The legislation requires you review any given risk assessment/analysis where:

(a)   There has been significant change in the matters to which it relates, or
(b)   There is another reason to believe it is no longer valid.

Notwithstanding the above it is best practice and HSE policy, to review risk assessments/analysis at least annually.

You must ensure that where risks cannot be controlled locally they are escalated onto the appropriate service Risk Register in accordance with local procedures, while managing the risk so far as is reasonably practicable. Risks on the risk register must be subject to on-going monitoring and feedback by the relevant management team to ensure actions identified as required are completed.

For further guidance please refer to the HSE (2017) Integrated Risk Management Policy (Part 3, Managing and Monitoring Risk Registers – Guidance for Managers). See http://www.hse.ie/eng/about/QAVD/riskmanagement/Integrated-Risk-Management-Policy-Part-3-Managing-and-Monitoring-Risk-Registers-.pdf

8.0   Information, Instruction and Training

Managers must ensure that employees receive the necessary information, instruction, training and supervision appropriate to the risks associated with their work, including work with DSE.

8.1   Training DSE General

In general a Training Needs Assessment (TNA) based on risk assessment/analysis will assist you, the Manager, in deciding what training, etc., is necessary and appropriate for your employees - Please refer to the HSE Policy on Statutory Occupational Safety and Health Training for further information.
However as a minimum, training for all DSE Users should include:

- Potential risks to health in relation to the use of DSE

- A general appreciation of the computer system to which the DSE is linked
- Appropriate induction training. Employees should understand how the work is organised so as to comply with Chapter 5 of Part 2 of the General Application Regulations 2007. This could include a written record of any changes made to the workstation and information on rest and posture breaks, etc. Employees should be informed why the changes were made and the benefits
- Instruction on the proper adjustment of furniture, screens, keyboard, lighting and other workstation components so as to suit the individual employee's height, reach, etc. This should include a general understanding of the use of different adjustments on the work chair and correct positioning of such accessories as the mouse, document holder and telephone. A general understanding of how to adjust brightness and contrast controls on the screen to suit lighting conditions in the room
- Any other information, education and / or training shown through risk assessment/analysis to be necessary
- For managers and DSE Workstation Assessors competency around the DSE risk assessment/analysis and control processes must additionally be ensured

8.2   Training for Managers / DSE Workstation Assessors

For Managers/DSE Workstation Assessors the following training/HSElanD modules are a statutory requirement (mandatory):

- Managing Health and Safety in the Healthcare Setting
- DSE User Awareness module
- DSE Assessor module

It is also recommended that managers (assessors) attend a risk assessment workshop, to help reinforce competency around the risk assessment process

A sample of DSE assessments/analysis will be audited on an annual basis by, or through, the National Health and Safety Function in order to verify DSE Workstation Assessor competency and ensure consistency of approach.

8.3   Training for Employees

For employees (DSE Users) the following training / HSElanD module is a statutory requirement (mandatory):

- DSE User Awareness module

9.0   Eye and Eyesight Testing

Appropriate eye and eye sight testing must be made available to employees:

- Before commencing display screen work
- At regular intervals thereafter and
- If an employee experiences visual difficulties which may be due to display screen work

Where complex problems are detected, the employee must be referred to a specialist Ophthalmologist and where particular lenses are required for DSE work, the cost of minimum requirement frames and lenses must be borne by the HSE.

For further guidance contact the local HR Department or Occupational Health Department.

10.0   Implementation

Implementation of this Guideline document forms an integral part of the Organisation's Safety Management System and is underpinned by effective consultation, communication, supervision, monitoring, audit and review.

Managers at all levels are responsible for implementing this Guideline within their area.

11.0   Monitoring, Audit and Review

- Managers are required to monitor the implementation of this Guideline document using the Audit Checklist in Appendix II and maintain evidence of same
- Implementation of this Guideline shall be audited periodically at national level
- This Guideline document shall be reviewed at national level every three years or earlier if circumstances require it
- A random sample of DSE risk assessments/analysis will be audited on an annual basis by, or through, the National Health and Safety Function in order to verify DSE Workstation Assessor competency and ensure consistency of approach

Appendix I - DSE Workstation Risk Assessment Form

	Health & Safety Risk Assessment Form	
Ref: **CF:008:07:T**	**RE:Display Screen Equipment Workstation Risk Assessment Form**	
Issue date:	September 2018	**Revised Date:**	October 2022

Author(s):	National Health & Safety Function		
Part A	DSE Workstation Risk Assessment Form		
Division:		**Source of Risk:**	
HG/CHO/NAS/Function:		**Primary Impact Category:**	
Hospital Site/Service:		**Risk Type:**	
Dept/Service Site:		**Name of Risk Owner (BLOCKS):**	
Date of Assessment:		**Signature of Risk Owner:**	
Unique ID No:		**Risk Co-Ordinator:**	
		***DSE Workstation Assessor(s):**	
DSE Users name:			
Name of DSE Users Line Manager:			
Note:	When conducting DSE risk assessments consideration should be paid to the risk presented and the means of avoiding and mitigating any such risk so far as is reasonably practicable. The Line Manager / DSE Workstation Assessor, in consultation with the employee must carry out the risk assessment / analysis of the Employee's workstation. *Please ensure the following:* 1. Ensure the DSE User has completed the DSE User Awareness module on HSElanD prior to assessment. 2. You use the comment section to document where adjustments to the user workstation have been implemented. 3. Actions that cannot be resolved during the assessment are documented on **Part C** of risk assessment form. 4. Provide the DSE User with a copy of this DSE risk assessment once completed. It the responsibility of the Line Manager to ensure any remedial actions identified are implemented		

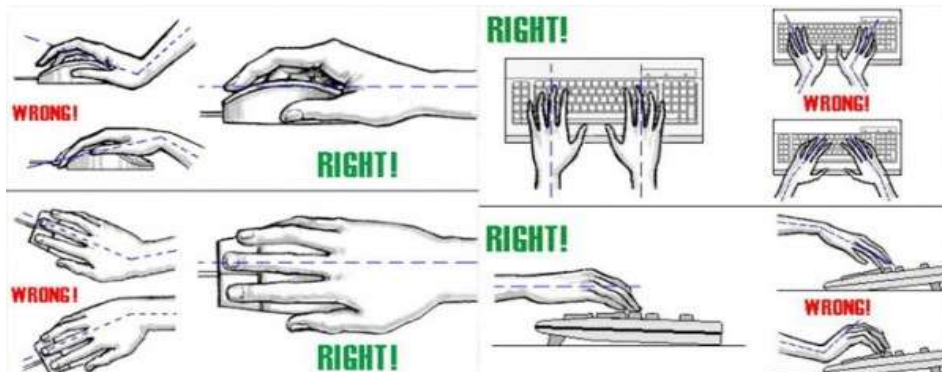| Workstation Location, e.g. room number, specific work area (payroll, accounts etc):			Typing Skills:	
Tasks Undertaken:				
Dominant Hand:	R ( ) L ( ) Both ( )			
Requires glasses:	Y ( ) N ( )			
Approximate length of time spent at DSE:	1 to 2 Hours ( ) 3-5 Hours ( ) >5 Hours ( )			
Other relevant information e.g. discomfort or symptoms or any concerns relating to DSE use raised by the user?				

Sample picture of workstation
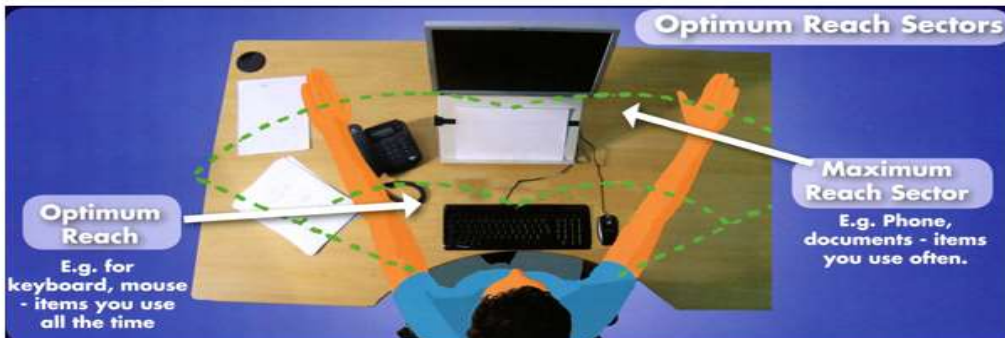
Using DSE Safely

While seated ensure the following:

① Your back is straight and the lower back is supported by the backrest.

② Your thighs are parallel to the floor in a slightly downward position.

③ Your feet are resting comfortably on the floor (if not possible, a footrest may be required).

④ Your forearms and wrists are in a straight line while typing, your shoulders are relaxed.

⑤ Eyes are level with top of screen or slightly below eye level.

⑥ The screen is approximately at arm's length and is positioned to avoid reflective glare.

⑦ Keyboard is directly in front of you with enough space to rest forearms on the desk between keyboard and desk edge.

Part B	Equipment			
	Chair	*Yes*	*No*	*Comments*
1	Is the work chair stable i.e. has a five star base and stable when weight is placed on it?			
2	Is the seat height adjustable?			
3	Does the chair allow freedom of movement (in and out of the workspace easily and turn from side to side while seated) and allow for seating in a comfortable position?			
4	Is the backrest adjustable in height and tilt to provide lower back support?			
5	If arm rests are present, are they adjustable/ removable?			
6	Has the chair been adjusted to ensure while seated: ➢ The back is in an upright or slightly reclined position? ➢ Shoulders are relaxed? ➢ Small of the back is supported? ➢ There is a 90 degree angle at knees and elbow? ➢ Thighs horizontal or positioned slightly downward? ➢ Upper arms are vertical and close to the sides of the body while typing? ➢ Forearms horizontal with the desk?			
7	Are the feet resting comfortably on the floor? If not, is a footrest provided?			
8	Is the User aware of how to adjust the chair in order to find the best posture in accordance with their work?			
	Screen			
		Yes	*No*	*Comments*
9	Is the screen positioned directly in front of the User?			
10	Is the screen an adequate distance (approximately arm's length) from the User?			
11	Is the screen adjustable in height and swivel/tilt?			
12	Is the Users' eye-line in the upper third of the screen?			
13	Are the characters on the screen well defined, clearly formed and of adequate size and spacing to ensure letters and numerals are clearly distinguishable?			
14	Are the images on the screen stable and free from flickering?			
15	Is the screen clean with brightness and contrast adjustable?			

	Keyboard and Mouse			

		Yes	*No*	*Comments*
16	Is the keyboard positioned directly in front of the User to avoid twisting while typing?			
17	Are characters clearly defined on the keyboard?			
18	Is the keyboard tiltable and separate from the screen?			
19	Is there sufficient space on the desk in front of the keyboard to support the forearms and hands to avoid fatigue?			
20	Does the User have good keyboard technique e.g. are the wrists in line with forearms in a neutral position while typing? Note: wrist rests are only to be used to rest the wrist in between typing			
21	Does the keyboard have a matt surface so as to avoid glare?			
22	Is the mouse close to the keyboard when in use so that the User's forearm is relaxed and the wrist is straight?			
23	Is a mouse mat required?			

Desk

		Yes	No	Comments
24	Is the work surface sufficiently large to allow for flexible arrangement of the screen, keyboard, documents and related equipment?			
25	Does the work surface have a low reflective surface i.e. matt or semi matt?			
26	Is commonly used equipment such as the phone or mouse arranged within easy reach to prevent overstretching and twisting?			
27	Is there sufficient unobstructed legroom underneath the desk?			

Environment

	Space	Yes	No	Comments
28	Is there sufficient space (minimum 4.65m^2) to allow for easy access and egress to and from the workstation?			
29	Are cables and equipment placed in such a way to prevent a slip/trip hazard?			
	Lighting	Yes	No	Comments
30	Is the lighting level suitable (general rule 300-500 lux) for the tasks and comfortable for the User?			
	Glare and reflections	Yes	No	Comments
31	Is the workstation designed to ensure sources of light (e.g. windows, transparent and translucent walls, brightly coloured fixtures) cause no direct glare and/or distracting reflections on the screen?			
32	Are windows fitted with suitable adjustable blinds etc. to reduce light and glare?			
	Noise	Yes	No	Comments
33	Is the work area free from excessive noise from equipment?			
	Heat	Yes	No	Comments
34	Is the work area well ventilated?			
35	Is the work area free of draughts?			
36	Is heat produced by equipment at a level that is comfortable for the User?			

37	Is the ambient temperature (for sedentary work in the range of 18 -24°C) comfortable for the DSE User?			
	Humidity			
38	Are adequate levels of humidity (minimum of 30 % winter and 40-60% in summer) maintained?			

User/ Computer Interface				
		Yes	*No*	*Comments*
39	Is the User familiar with the computer software programmes they are required to use to perform their tasks?			
40	Does the User consider the software suitable to the task undertaken?			
41	Has the User been provided with training and instruction on the software, as appropriate, in order to perform tasks?			
42	Has consideration been given to the use of a document holder?			
43	If present, is the document holder and the monitor at the same height and angle to minimise head and neck movement?			
44	Is work planned to allow for periodic task breaks or changes of routine away from the DSE?			
45	Has consideration been given to the psychosocial risk factors that may be present e.g. control over pace and nature of tasks, monotonous work, high levels of attention and concentration required, frequent tight deadlines?			
46	Is the User aware of their entitlement to eye and eye sight testing and where appropriate, provision of free corrective lenses?			
47	Is the User aware of how to report any issues relating to the use of DSE?			

Part C	DSE Workstation Risk Assessment Form			
**HAZARD & RISK DESCRIPTION	EXISTING CONTROL MEASURES	ADDITIONAL CONTROLS REQUIRED	ACTION OWNER (i.e. the Person responsible for the action)	DUE DATE

INITIAL RISK			RISK STATUS		
Likelihood	Impact	Initial Risk Rating	Open	Monitor	Closed

*Risk Assessor to be recorded for OSH risks only.
**Where the risk being assessed relates to an OSH risk please ensure that the HAZARD and associated risk are recorded on the form. All other risk assessments require a risk description only.

Appendix II – Audit Checklist for the implementation of the Guideline Document: Re: Display Screen Equipment

	Audit Checklist Questions	Guideline Clause	Yes	No	N/A	Action required	Action owner	Time frame
1	Does the department have the Guideline Document: Re: Display Screen Equipment?							
2	Have all DSE Users been identified within your area of responsibility?	4.0						
3	Have individual DSE risk assessments been completed for all DSE Users?	6.1						
4	Has a further risk assessment /analysis been conducted where : - The DSE User has transferred to a new workstation - There has been an introduction of significant new work equipment - There has been a change of equipment or - New technology has been introduced?	6.1.6						
5	Have the control measures identified through the risk assessment process been implemented?	7.2						
6	Has appropriate information, instruction, supervision and training been provided to DSE Users?	8.0						
7	Has an appropriate eye and eye sight test been made available to all DSE Users?	9.0						
8	Is there a procedure in place for reporting all accidents/incidents/near misses?							
9	Is there a system in place to monitor compliance with this Guideline?	11.0						

Appendix III - DSE Workstation Assessor Guidance

The following adjustment can be made during the assessment if required;

- Adjust the chair to the correct height so that the users has relaxed shoulders, with their forearms and wrists horizontal and wrists straight while seated at the desk. There should be no extra pressure on the back of the thigh or knee
- Adjust the height and tilt of the backrest so that is supports the Users lower back
- Remove or adjust the arms rest as appropriate if they prevent the User from sitting close enough to the desk

- Make space on the desk between the keyboard and the desk edge for the User to support their hands and arms
- Move the phone so that the User doesn't have to overstretch to reach it
- Adjust the document holder if present so that it is at the same height and angle as the screen

- Move the mouse so that it is within easy reach distance of the User
- Move the keyboard so that it is in front of you and adjust the tilt of the keyboard if you experience discomfort while typing
- A mouse matt may be required to provide a surface for the mouse to grip
- Ensure there is space in front on the keyboard to support the hands and arms

- Move the screen so that it is at approximately arm's length to the User
- Adjust the height of the screen so the top of screen is level with, or a little below your eye level
- Clean the screen if it is dirty using screen wipes
- Adjust the contract and brightness of the screen if the User cannot read the screen easily
- Adjust the colours to reduce the flicker – use a darker background and lighter text

Where appropriate the following recommendations can be made during the assessment;

Desk Area and Equipment

- A foot rest for the user if their feet are not sitting comfortable on the floor
- A wrist rest if the user expresses discomfort while typing
- Remove clutter so that the user can move their chair in and out of the workstation space easily while seated and can turn from side to side on the chair
- Using technology such as headsets or wireless equipment to allow freedom of movement at the workstation and to prevent cradling of the phone and minimise head and neck movement
- Using a document holder to minimise head and neck movement while typing
- Repairing or replacing the chair as appropriate if it is not stable, if the adjustment mechanism is not working or the user is not comfortable

Space and lighting

- Ask the user to remove any clutter that is around their desk area and to store items appropriately so as not to present a trip hazard
- Adjust the light settings if there are any concerns regarding the lighting, lighting levels can be measured using a special device called a LUX meter

Reflection and glare

- Reposition the workstation to reduce the glare
- Place adjustable blinds on the windows
- Replace the keyboard and desk to one with a low reflective surface

Noise

- Reposition equipment to reduce noise levels or introduce sound proofing measures e.g. partitions

Employee/ computer interface

- The user should have training and instruction on the software they are using to be able to carry out the tasks assigned
- Work is planned to allow for periodic breaks or changes of tasks away from the DSE to allow the user to change posture and avoid fatigue
- Consult with Occupational health regarding eyesight testing