



Policy:	Display Screen Equipment	Reference:	DSESES0015
		Review Date:	05/2023

Purpose.

The purpose of this policy is to describe the method by which Display Screen Equipment is assessed and users are identified.

Scope.

This policy applies to all display screen equipment, including microfiche display screens, as defined by the regulations. The policy applies to all users of Display Screen Equipment as defined by the regulations.

References.

- Health & Safety (Display Screen Equipment) regulations 1992 as amended by the Health & Safety (Miscellaneous Amendments) Regulations 2002.
- Display Screen user Assessment. (Ref: DSUSES0016)

Definitions.

<i>Display Screen Equipment</i>	Any alphanumeric or graphic display screen, regardless of the display process involved.
<i>User</i>	An employee who habitually uses display screen equipment as a significant part of their work.
<i>Assessor</i>	A person who has undergone suitable and sufficient training to enable them to undertake a suitable and sufficient assessment of a DSE workstation.
<i>DSE Workstation</i>	Display screen equipment, optional accessories to the display screen equipment, disk drive, telephone, modem, printer, scanner, document holder, work chair, work desk or other item peripheral to the display screen equipment, and the immediate work environment around the display screen equipment.

Procedure.

- The appropriate manager will ensure that all DSE workstations are assessed and determine the programme and frequency of assessments.
- The appropriate manager will appoint a competent assessor. The safety department will, where appropriate provide suitable training for this role.
- When assessing workstations, the assessor will identify 'users'. The assessor will record the information by completing the DSE user assessment checklist. (Ref: DSUSES0016)
- All amendments, improvements, changes, training, instruction, and additions to DSE workstations will be agreed with the appropriate Director/Senior manager, who will determine an action plan and timetable.
- The assessor will monitor the implementation of amendments, improvements, changes, training, instruction, and additions as agreed.
- Copies of all DSE assessments will be maintained:
 - a. By the user at the workstation.
 - b. The appropriate office manager.
 - c. By the safety department.
- Assessments must be reviewed and/or re-taken following a change of any related equipment and, in any event, all workstations will be re-assessed at least every 2 years.
- 'Users' will be provided with an appropriate eye and eyesight test, and where necessary, special corrective appliances (normally spectacles) used specifically for display screen work will be issued.
- The results of eye and eyesight tests will be copied to the personnel department.

N.B. *Appropriate eye and eyesight test will be carried out as soon as practicable after being requested by the user. For employees who are to become users, and have made a request, the test must be carried out before the employee becomes a user. Repeat eye and eyesight test will be undertaken at intervals determined by a registered optometrist or medical doctor.*