1. **DISPLAY SCREEN EQUIPMENT**

1.1 As an integral part of the NIGALA’s Health and Safety at Work policy statement all employees who either use or are likely to be required to use Display Screen Equipment (DSE) will be encouraged to develop an awareness of relevant health and safety issues.

1.2 A DSE user is defined by the Health and Safety (Display Screen Equipment – DSE) Regulations 1992 (amended 2002)\(^1\) as “an employee who habitually uses display screen equipment as a significant part of his/her normal work”. The NIGALA has identified that all employees are DSE users.

1.3 Some users may experience aches and pains in their hands, wrists, arms, neck, shoulders or back (i.e. musculoskeletal system). Usually these aches and pains do not last long, but occasionally they may become more consistent or even disabling. The majority of problems of this nature can be prevented by good workplace design and good working practices. It is therefore important for all employees to adhere to the following guidelines on using workstation equipment safely.

2. **DSE RISK ASSESSMENT**

2.1 The NIGALA Risk Assessors will conduct risk assessments in accordance with the NIGALA Risk Assessment Programme.

NIGALA’s trained Risk Assessors are:

- James Lawne ext no. 269;
- Sinéad Casey ext no. 309.

2.2 DSE Risk Assessments will be conducted as per reasons below:

- New workstation is set up;
- New user starts work;
- Changes in individual capability;
- Pregnant employee requiring adjustments to workstation;
- User reports any ill health that is potentially due to DSE work;
- Employee relocates to a different workstation;
- If the workstation is relocated (even if all equipment and furniture stays the same);
- A major change to workstation furniture;
- A major change to any of the equipment (screen, keyboard, input device etc);

If major features of the work environment, such as the lighting are significantly modified.
Assessment will be repeated if there is reason to suspect it may no longer valid i.e. if users start complaining of pain or discomfort.

2.3 Consultation with employees will take place during the risk assessment process.

2.4 On completion the DSE Risk Assessment will be signed off by the Risk Assessor, employee and employee’s line manager.

3. **Self-Employed Panel Members**

3.1 Self-Employed Panel Members are responsible for the health and safety of their own working environment.

3.2 Self-Employed Panel Members will be provided with the option of completing a self-assessment questionnaire. This questionnaire will be reviewed by the NIGALA Risk Assessors, who will provide advice and guidance to self-employed panel members on any health and safety issues regarding their working environment.

3.3 NIGALA Risk Assessors are available to provide advice and guidance to self-employed panel members regarding DSE/working environment.

3.4 The NIGALA is not responsible for the purchase or maintenance of equipment which the self-employed panel member may need to enhance their working environment at home.

4. **Using Your Workstation Safely**

4.1 Adjust your chair and monitor to the most comfortable position for work;

4.2 Ensure there is sufficient space underneath your desk to move your legs freely;

4.3 Avoid excess pressure on the backs of your legs and knees (a footrest can be particularly helpful for smaller users);

4.4 Do not sit in the same position for long periods of time;

4.5 Adjust your keyboard and screen to get a good keying and viewing position;

4.6 Ensure good keyboard techniques i.e. soft touch on the keys and don’t overstretch your fingers;

4.7 A document holder may help you avoid awkward neck movements;
4.8 Arrange your desk and screen so that bright lights are not reflected in the screen – you should not be directly facing windows or bright lights. Adjust curtains and/or blinds to prevent unwanted light;

4.9 Make sure the characters on your screen are sharply focused and can be easily read;

4.10 Clean your monitor regularly to ensure there are no layers of dirt, grime or fingers marks on the screen;

4.11 Use the adjustable brightness and contrast controls on the screen to suit the lighting conditions of the area in which you are working;

4.12 Remember to take frequent short breaks from your workstation to avoid fatigue.

Ideal position when at workstation:

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5. **Training & Information**

5.1 All employees who use display screen equipment will be given adequate training and information necessary to enable them to use their equipment and workstation safely. All new employees will be given information relating to display screen equipment usage at their induction via DSE Risk Assessment. Where appropriate employees will be offered training designed to optimise performance and comfort when using display screen equipment.

5.2 NIGALA Risk Assessors can be contacted at any time by employees and self-employed panel members for advice and guidance.

5.3 **If you experience any difficulties with your DSE or workstation contact a NIGALA Risk Assessor (James Lawne/Sinéad Casey) who will offer one-to-one guidance and advice on resolving any concerns.**

6. **Cross Reference to Other Related Documents**

6.1 This bulletin should be read in conjunction with the following documents:

- **Bulletin 1**  
  Risk Assessments
- **Bulletin 4**  
  Eye Test/Lenses Support
- **Document**  
  NIGALA Risk Assessment Programme