

# Display Screen Equipment (DSE) Training

Health & Safety Unit

# Aims and Objectives

The aim of this presentation is to give members of staff training on how to set-up their workstation in the most effective way, and to help improve posture and minimize the risks associated with DSE use.

# Display Screen Equipment User

If you use a computer:

- For continuous or near-continuous spells of 1 hour or more
- More or less daily
- As part of your work function

Then you are classed as a computer user

Provision is made for computer users under The Health & Safety (Display Screen Equipment) Regulations 1992 amended 2002

# The Display Screen Assessment Process

- The user undertakes a DSE self-assessment of workstation
- The assessment is reviewed by The Health and Safety Unit
- Work to resolve any issues arising from the assessment
- Medical issues referred to Occupational Health

Your DSE assessment must be reviewed if any significant changes occur in your workplace, or it has been 3 years since your last assessment. Line Management should remind you when you next require a review.

## Health risks associated with computer use

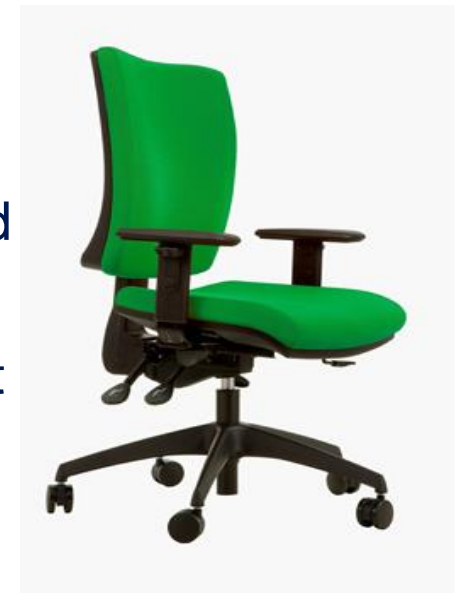
- Musculoskeletal Disorders, aches and pains (back, shoulder, neck or wrist)
- Visual discomfort, eye strain and headaches
- Stress, mental and physical

All can be avoided by:

- Good workstation set up
- User adopting the correct posture
- User taking regular short breaks/reducing the time spent at the computer every 45-60 minutes. Task variation is a good way of achieving this.

# Your Chair

- Your chair should be in good repair, with a five pronged base on castors for stability.
- You must be able to adjust the chair to adopt the correct and comfortable posture.
- The height should be adjustable to allow you to move your legs comfortably.
- Fabric coverings should be undamaged, durable and permeable to dissipate moisture and heat.
- The backrest should be adjustable to fit and support the small of your back and spine.
- Armrest should be provided if required



## Adjusting your chair

- Adjust the backrest to fit and support the small of your back and the lumbar spine area.
- Adjust the height so that your legs are comfortable and your forearms are horizontal when your hands are on the keyboard.
- Position yourself close to the desk.
- Consider a footrest if your feet do not touch the floor.
- Clear away items from beneath your desk to allow comfortable leg positioning and movement

# Sitting at your workstation



Chair height is set too low and too far from desk  
This will encourage slouched posture.



Move the chair close to the desk, adjust the back support and seat height so that elbows are level or just above the desk



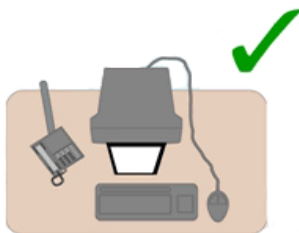
Use a footrest if your feet do not touch the ground.

Armrest can provide additional support but should not restrict desk access



# Desk

- The work desk or work surface should have sufficient space for equipment and allow flexible arrangement of the screen, keyboard, mouse, telephone and documents.
- There should be adequate space to allow users to find a comfortable position.
- There should be sufficient space beneath the surface for thighs, knees, lower legs and feet



## DSE screen

The screen should be:

- Large enough for the user to see data clearly.
- Positioned correctly so that your head is in a comfortable position
- Adjustable so the screen can be swivelled and tilted to avoid reflection
- Clean and free from flicker and glare
- Have brightness and contrast controls
- Text and background colours should work well together
- Characters should be clearly formed and of sufficient size
- Stable and secure on work surface

## Position of the screen

- Position the screen in front of you
- Distance should be approximately arms length ideally between 350mm – 600mm, this will help minimise eye strain
- Position the top of screen at forehead level, so that the actual picture is at your eye level.
- Adjust tilt to avoid any reflection or glare
- Adjust brightness and contrast
- Check image is stable and clear
- Clean the screen regularly

# Keyboard

- Letters on the keyboard must be clean, clear and easy to read
- Adjustable with legs to raise the rear slightly from the desk
- Independent of the main PC, so that it can be moved
- Large enough to make keying comfortable
- Suitable/comfortable to the user

# Using the keyboard

- Position the keyboard in front of you at lower arms length
- When using the keyboard, your elbows should be bent at an angle of 90 degrees
- Put your wrist in line with your forearms in a neutral position
- Keep your wrists straight while typing, avoid bending your wrists, up and down
- If the keyboard has legs, extend them if this is more comfortable
- Avoid resting your wrist when typing
- Keying skills (shortcuts will reduce mouse work)
- Type with a light touch
- Take regular breaks

# Mouse

The mouse should:

- Fit neatly into the curve of the users hand
- Move easily with the speed comfortable for you
- Enable the user to point and click with minimal movement
- Must have a scroll wheel and buttons
- Kept close to the keyboard
- Should not cause the user discomfort after prolonged use
- Hold the mouse with a relaxed hand, do not grip tightly

## Use of a telephone

- Position your phone within easy reach to prevent over stretching
- Regularly clean the phone mouthpiece and keys
- Avoid holding the phone between your ear and neck
- Use a phone headset if data is routinely entered whilst using a phone

# Good working environment

A good working environment should have:

- Sufficient working space for the task, and allow the user to change position and vary movements
- A comfortable temperature and humidity
- Reasonably comfortable levels of noise
- Adequate lighting should be provided, taking into account the type of work and the user's vision requirements without causing reflections and glare on the monitor.
- Sufficient storage areas to avoid excess clutter on your desk



## Other issues

- Visual fatigue can be caused by focusing for lengthy periods, reduced blink rate, screen glare, brightness/contrast and humidity
- Lack of rest breaks can lead to mental and physical fatigue
- Repetition of tasks and or use of excessive force can contribute to musculoskeletal problems
- A static posture leads to muscular fatigue

## Software/systems

- Software must be suitable for the task
- Software must be easy to use and, where appropriate, adaptable to the users level of knowledge and experience
- Systems must display information in a format and at a pace which is adapted to the user.

# Good practice with computers

- Take regular breaks away from the computer
- Use movement to reduce fatigue (stand up and walk around)
- If you are having difficulties with your vision contact Occupational Health regarding an eye test.
- Persistent aches, pains, tingling and numbness are possibly early warning signs that your workstation is set up incorrectly

## Laptop use

- Laptops should only be used for short periods of time
- Never use on your lap or soft surface
- Posture is still very important, use a suitable desk and chair
- Use on a flat even surface with maximum room
- Use of a remote keyboard/mouse will help
- Use a laptop stand or docking station

# Laptop use

Other factors to consider when using laptops:

- personal security
- weight of laptop and accessories
- security of data



Use a docking station, separate keyboard and mouse when using a laptop

## When sitting at your workstation

- Undertake any necessary adjustments to your chair, screen, keyboard, mouse, phone and document holder
- Review your workstation practices; aim to reduce continuous computing time, take regular breaks away from your computer
- Occasionally check your posture and try to eliminate bad habits
- Complete your DSE self-assessment form and send it to The Health and Safety Unit