

Black Sluice Internal Drainage Board

Policy No: 23

Display Screen Equipment Policy

Review Dates:

Original Issue	9 th April 2014
Board Approved	25 th June 2014
Due for Review	

INTRODUCTION

The use of display screen equipment (DSE) at work may result in ill effects which include the following:

- Upper limb pains and discomfort;
- Eye and eyesight effects;
- Fatigue and stress.

Personnel who habitually use display screen equipment, as a significant part of their normal work, are defined as 'users' under the Display Screen Equipment Regulations. The purpose of this policy, is to state who is responsible and what they must do in order to minimise any possible health and safety risks to users which are associated with display screen equipment work.

MANAGER RESPONSIBILITIES

1. You must ensure that for all users, for which you have responsibility, a DSE risk assessment is carried out and a record kept in the 'Display Screen Equipment' section of the Health and Safety Policy. In practice this means that there will be a completed risk assessment form for each workstation and this will identify whether the associated personnel are users or not. Risk Assessments should be carried out in conjunction with the user so as to provide training.
2. You must progress reasonable requests from users for any items identified as a result of carrying out the DSE risk assessment and, which will significantly reduce any ill effects associated with DSE work.
3. Where users request an eye and eyesight test, you must arrange for this to be undertaken and the costs of the eye and eyesight test reimbursed.
4. Those prescribed normal corrective appliances to undertake DSE work a contribution of £150 will be reimbursed. Special Corrective appliances only used for DSE work will be provided through the Board's appointed Optometrist.
5. You are responsible for maintaining a record of DSE users.

DSE User Responsibilities

1. You must co-operate with your manager and assist them in carrying out the DSE risk assessment detailed above.
2. You must notify your manager if you become aware of any ill effects associated with your DSE work so that the DSE risk assessment may be reviewed.

Authorised by:

Date:

Print Name: