



Dudley Mind Display screen Equipment Policy

1) Policy

1.1 The law requires specified DSE users to be trained in the safe use of their DSE equipment. It also requires employers to undertake a risk assessment of workstations and working practices (Appendix 1) to safeguard DSE users' health and safety and provide periodic eye tests and, when recommended by an optician, eye wear at the employer's cost (to the amount specified by Dudley Mind). The purpose of this is to protect the health of employees by reducing risks from DSE work.

1.2 If line manager/HR Officer notices that a problem exists or is notified by an individual employee that one exists, they should undertake a re-assessment of the workstation and working practices and institute the appropriate corrective measures to resolve the problem.

1.3 In the event of health problems being notified or arising (by employee or GP) that appear to be caused by DSE work or may be made worse by such work, management should action one or more of the following:

- Placing the employee on a temporary rehabilitation/redeployment programme
- Ensuring the employee is temporarily absent from work to allow them to recuperate
- Making reasonable adjustments to the individuals workplace
- Re-visiting and providing additional/refresher training in setting up workstation and use of equipment
- Permanent redeploying the employee.

1.4 This policy lays out the process to ensure Dudley Mind complies with the Health & Safety (Display Screen Equipment) Regulations 2003.

2) Scope

This policy is for all employees who are users of Display Screen Equipment (DSE), commonly known as VDUs (Visual Display Units).

3) Accountabilities

3.1 The Chief Executive is accountable for ensuring compliance with this policy including:

- Completion of workstation assessments – for all DSE users

- Taking action to correct problems identified by the assessments – including provision of necessary resources.
- Organisation of working arrangements to reduce the risk of health problems
- Training of DSE users before they commence DSE work

3.2 Nominated line managers/HR Officer/IT Officer are responsible for ensuring the following:

- Identifying colleagues who are habitual DSE users
- Issuing and recording provision of DSE user's guide to relevant employees.
- Undertaking workstation risk assessments, while referring to the manager's guide to DSE assessment (Appendix 2), acting on problems identified, and undertaking re-assessment when action completed.
- Organising work arrangements to reduce health risks
- Applying eye test criteria as per policy
- Reviewing risk assessments on regular basis or when workstations or software has significantly changed
- Ensuring records are kept in a designated folder

3.3 Employees also have a responsibility to ensure that they:

- Read the employee guide to DSE assessment (Appendix 3) before their assessment
- Are involved in the assessment of their workstation
- Discuss any issues that are unclear with their line manager
- When identified as meeting correct criteria, arranging eye and eyesight testing with Dudley Mind selected opticians
- Report any relevant health issues to their line manager or HR Officer

4) Definition of habitual user

4.1 A Dudley Mind habitual DSE user is a permanent colleague whose duties on an ongoing basis require him/her to work with DSE as an integral part of their work for either:

- Continuous or near continuous spells of one hour or more at a time and use DSE in this way more or less daily.
- Have to transfer information quickly to or from the DSE, and also,
- Need to apply high levels of attention and concentration to do their job.
- Have little/no opportunity to break away from DSE work to undertake alternative non DSE related tasks.

5) Changes

Dudley Mind reserves the right to change the provision of the Display Screen Equipment Policy by way of addition, deletion, amendment or substitution of new procedures from time to time at its discretion. Employees will be consulted and notified of any changes by appropriate means.