Scottish Federation of Meat Traders Associations

[Name] .....

DSE Policy

This Policy is our method of adopting and implementing the requirements of the Display Screen Equipment Regulations 1992, as amended by the Health and Safety (miscellaneous amendments) Regulations 2002 with a commitment to reducing accidents and incidents in the workplace. Incorrect use of visual display units can cause ill-health and injury.

Definitions

1. Display screen equipment (DSE)
This term covers any alphanumeric or graphic display screen, regardless of the technology involved, with the exceptions of televisions, calculators and display typewriters.

'User'
The Policy shall apply to all employees who habitually use display screen equipment as a significant part of their normal work.

A person will be defined as a "**user** "if one or more of the following applies:

- The individual relies on the use of the DSE to do the job and alternative means are not readily available for achieving the same results.
- The performance requirements of the system demand high levels of concentration by the user, for example, where consequences of error may be **critical**.
- Fast transfer of information between the user and screen is an important requirement of the job.

2. Workstation
This covers the display screen equipment, keyboard, mouse or any other input devices. Additional to this the term "workstation" includes the immediate work environment which includes work chair, work desk, work surface, printers, document holder or any other peripherals to the display screen equipment. The DSE regulations do apply to portable DSE in prolonged use, which can include laptop, handheld computers and personal digital assistant.

3. Risk Assessor
Assessments should be undertaken by a person, trained to complete DSE Assessments. The assessor will be familiar with the tasks and software being assessed.

4. Scope
We recognise our duty to ensure that all staff complies with the Regulations. This Policy encompasses all staff employed by us. It will also apply to full/temporary/volunteers and staff working from home. It shall apply to all workstations used for work related activities, regardless of who has provided them. It is the responsibility of each Departmental Manager to ensure that adequate resources are allocated to assessment of risk from display screen equipment work and elimination or control of those risks.

Each Departmental Manager shall ensure that they have within their department (or an arrangement to use from another department) at least one member of staff who has completed a DSE Risk Assessor's training course. It is the Departmental Manager's responsibility to ensure that all appropriate Risk Assessments are completed and that they are reviewed at appropriate times i.e. when the conditions covered by the assessment have changed and on a bi-annual basis.

5. Employers' Duties
Each Manager has a responsibility:

- To reduce to as low as is reasonably practicable the risks to health for staff working with display screen equipment.
- To prepare local procedures to protect the health and safety of users.

- To ensure that workstations meet at least the minimum standards required to comply with the Regulations.
- To ensure staff, receive adequate eye and eyesight examinations on request, and are provided with corrective appliances, for DSE use, as per the cost of a basic pair of spectacles, where necessary.
- To ensure that suitable information, instruction and training for staff working with display screen equipment is provided.
- To ensure that their employees receive training and updating in safe use of DSE regulations and keep records of those classified as DSE user.
- It is the responsibility of the company to ensure that sufficient trained DSE Risk Assessors are in place [this can be from external consultants].

6. Employees' Duties

The Employee has a responsibility:

- To take reasonable care for their own health and safety.
- To follow company Policies & Procedures.
- To wear corrective appliances where these have been specifically provided for such use.
- To use aids where advised and provided e.g. footrests, copyholders, wrist supports etc where required by the assessment.
- To report any concerns to their manager relating to the use of DSE

7. Risk Assessment

Each Manager has a responsibility to ensure that all workstations under their control have been assessed to identify risks to health.

Assessments must be reviewed every two years or sooner if there are any changes in relation to the user, the user's individual capabilities or if there has been a substantial modification to the work station. For example:

- A major change to / replacement of software or hardware (screen, keyboard, etc.).
- A substantial increase in the amount of time spent using display screen equipment.
- A substantial change in the task requirements (e.g. more speed or accuracy).
- If the user and/or workstation is moved.
- Recruitment of a new user.
- Where concerns have been highlighted.

8. Control of Risk

The risk assessment may highlight areas, which require corrective actions to reduce risks to health. Remedial action should be agreed with the Departmental Manager and written on the risk assessment form. It is the responsibility of Departmental Managers to ensure that agreed action plans are carried out.

9. Rest Breaks

All users must take regular breaks from display screen work; further guidance is given in the procedure.

10. Eye and Eyesight Examination

There is no reliable evidence that working with display screen equipment causes any permanent damage to eyes or eyesight. Users are entitled to eye and eyesight examination as soon as possible if they feel any discomfort. This examination is free under the National Health Service, if a payment must be made then the company will pay this upon production of an expense claim, where we have an arrangement with a local provider the employee must use that provider.

11. Provision of Corrective Appliances
Where an eye examination indicates that a user requires spectacles specifically for display screen equipment work, the Company shall ensure they are provided at a reduced or no cost to the employee. If users' normal spectacles for other work are suitable for DSE work our company will not pay for them. Only the cost of the basic frames and lenses will be covered by the company, if required following the assessment. We will not pay for special coatings, tints or any other adaptation not required for DSE work. The company will make a basic contribution towards varifocal spectacles.

NOTE:- ***Eye tests are not an automatic entitlement for the self-employed.***

12. Work Related Concerns
All users should seek the advice of the Health and Safety Advisor if, after prolonged periods of use of the equipment, they become aware of any of the following:

- Backache
- Tired eyes/headache
- Aches or pains in hands or arms
- Impairment of grip or movement of fingers or other joints
- Other health issues that may be affected by DSE work

National Health & Safety Company Ltd.