



**LAGOM  
SAFETY**

# **Display Screen Equipment (DSE 101)**

Lynette McCartan,  
CMIOSH, MSc, PgC, BSc,  
AIFireE

# Learning Outcomes

---



- What is Display Screen Equipment(DSE)**
- Legal Requirements for using DSE**
- Hazards, risks and Environmental hazards from using DSE**
- Workstation Set Up**
- DSE Assessment**

Animated 3D models display objects within space in way text and images cannot.

# What is DSE?

---



The Health and Safety (Display Screen Equipment) Regulations (Northern Ireland) 1992 defines DSE as

“any alphanumeric or graphic display screen, regardless of the display process involved”

Display Screen Equipment will be referred to as DSE for short.

Animated 3D m  
space in way te



# DSE Regulations



The law sets out responsibilities for both the employer and employee.

We interact daily with PC monitors, laptops, tablets, phones and other display screens. Most of us spend a significant part of our working day using them.

Where we spend more than an hour daily or a significant part of our working day, we are classed as DSE users and the regulations apply.

For example:

- At a fixed workstation
- Home workers
- Hot desking

The regulations do not apply to those who use DSE for a short time. Portable systems and devices apply within the regulations, however where these are used infrequently, they can be excluded.



# Employer Responsibilities

---



Employers must:

- Carry out a DSE Assessment in order to reduce risks to health as far as reasonably practicable (when a new workstation is set up, a new user starts work, any changes to workstations, when complaints of ill health are being made, pregnancy or ill-health)
- Provide training and instruction to DSE users
- Provide free eye tests or the reimbursement of eye tests (more restrictions apply) if requested to have one by an employee.

## **Glasses for DSE work**

Employers only have to pay for glasses for DSE work if the test shows an employee needs special glasses prescribed for the distance the screen is viewed at. If an ordinary prescription is suitable, employers do not have to pay for glasses

**IMPORTANT: Once you are advised a member of staff is pregnant, the risks must be assessed. Contact me for further information**

# Employee Responsibilities

---



The Employee must:

- Take reasonable care for their own health and safety
- Co-operate with their employer and complete DSE training and assessment when required
- Follow instruction given by their employer and use DSE's accordingly
- Take care for any equipment provided to them
- Report any work related aches and pains as soon as possible
- Report faulty equipment as soon as possible

Animated 3D models display objects with space in way text and images cannot.



# Hazards



Poorly designed workstations (and associated equipment), incorrect use or poor work environments can lead to work related aches and pains such as pain in the neck, shoulders, arms, back, wrists, hands, eye strain and fatigue.

Health issues can arise such as:

MSD's, WRULDs and Repetitive Strain Injury (RSI)

Tendonitis

Cumulative Trauma Disorder

Tenosynovitis

Tennis Elbow

Carpal Tunnel

Mental Stress &  
Visual Fatigue



# Environmental Hazards



- **Lighting** (can cause glare and eye strain)
- **Noise** (distracting and stressful)
- **Air movements** (cause drafts)
- **Temperature** (hot or cold environments, poor thermal comfort)



**Create the right environment**





# What is a workstation?

---



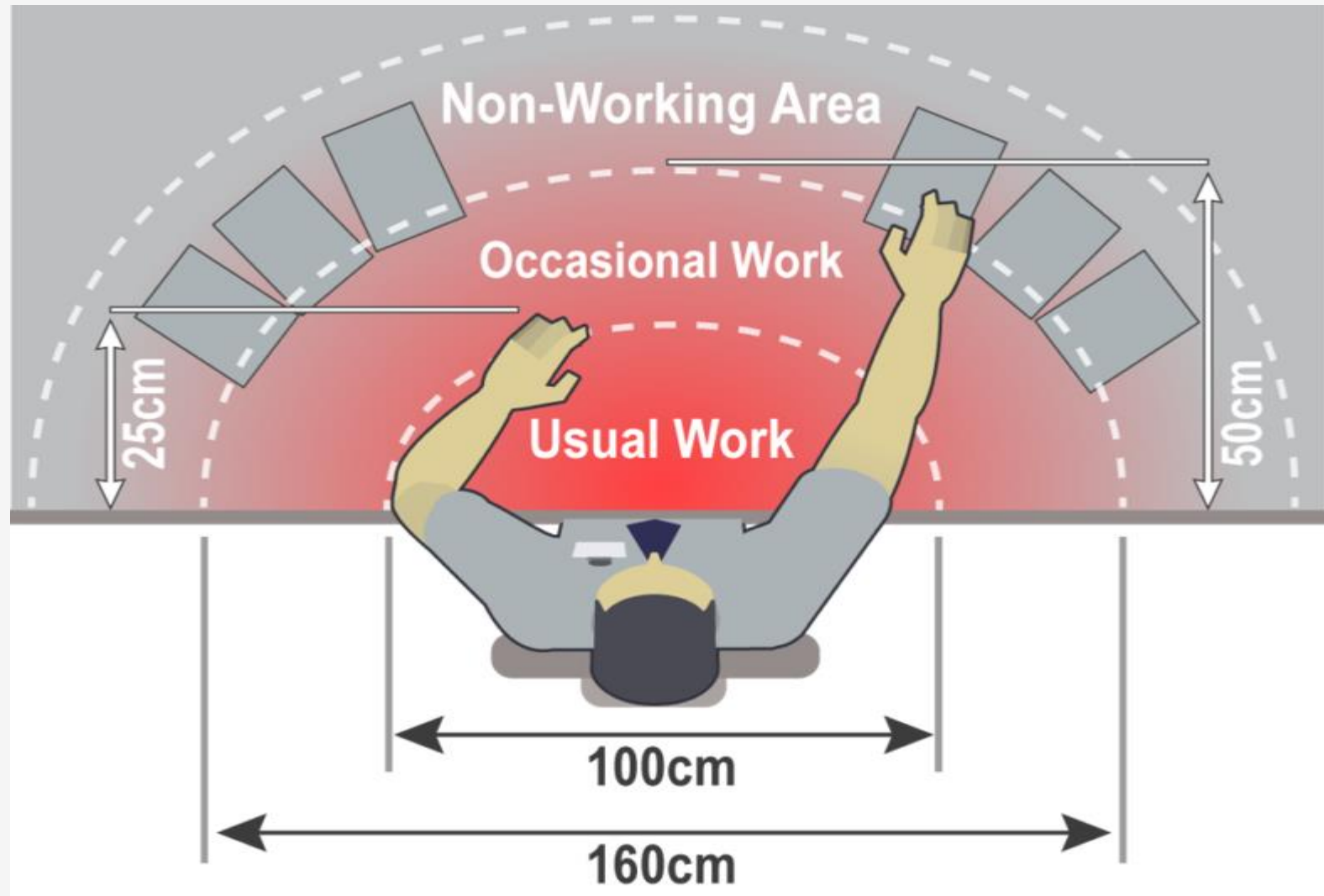
A workstation is:

- The display screen
- The software (may be difficult to use and require more mouse clicks etc)
- Input devices (mouse and keyboard, position of hands can affect users health)
- Furniture (height of furniture, layout, individual user differences)
- Immediate work environment around the workstation (lighting, temperature)



Animated 3D models display objects within space in way text and images cannot.

# Workstation set up



play objects within  
pages cannot.

# Workstation set up

---

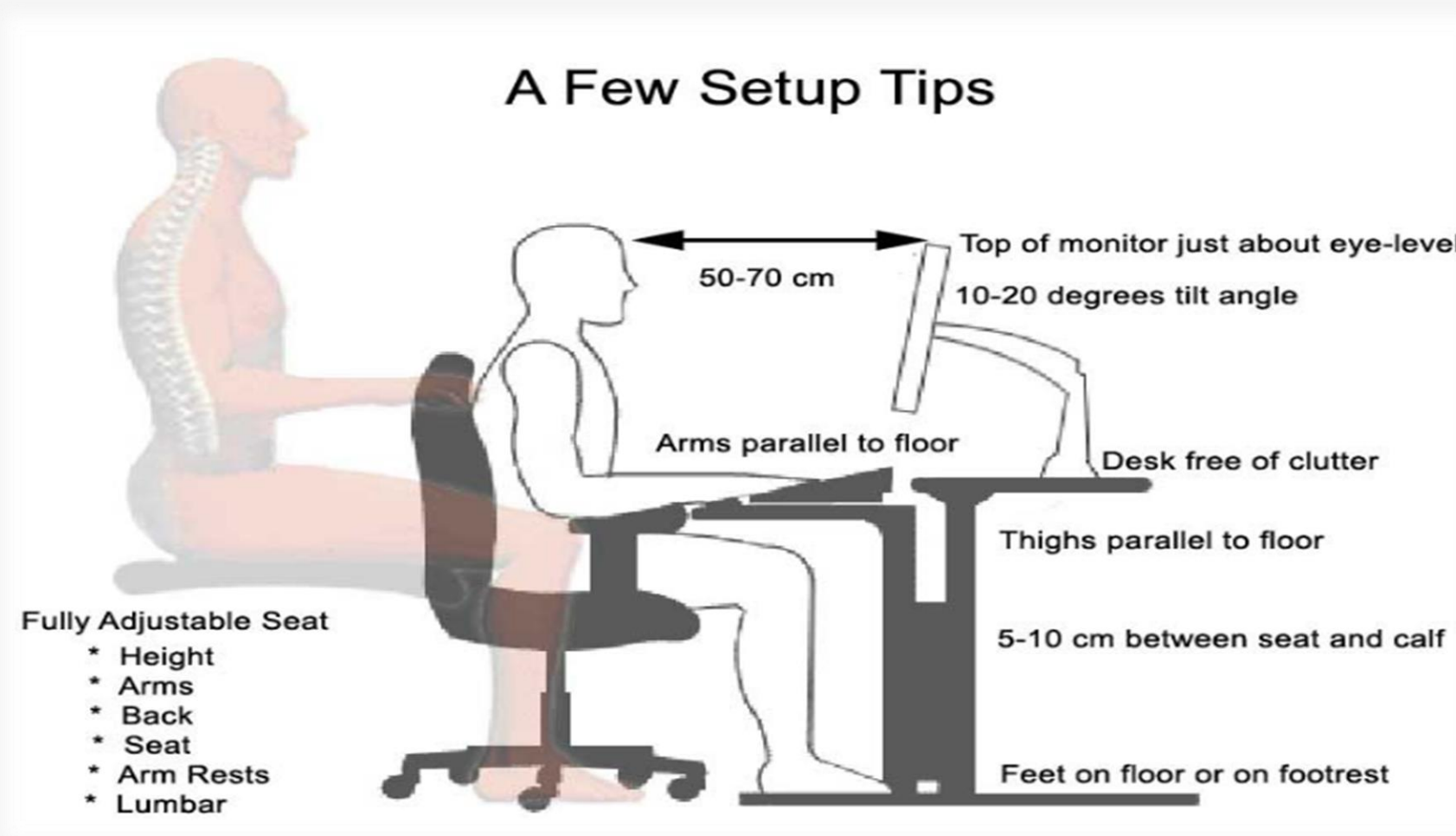


There is a step-by-step process to setting up your workstation so you are as comfortable as possible.

- Make room to move things around.
- Position the display screen to minimise glare.
- Adjust the chair.
- Get your feet supported.
- Adjust the monitor height and distance.
- Set out your keyboard, mouse and other devices.
- Adjust the display screen settings, if necessary.

Animated 3D models display objects within space in way text and images cannot.

# Workstation set up



any objects within  
reach cannot.

# DSE Assessment

---



A DSE Assessment is an assessment of the risk from the way we use DSE, equipment and the surrounding environment. Each workstation should be assessed and the risks reduced as low as is reasonably practical.

Legally, the employer must ensure an assessment of the risk is carried out.

In practice, most organisations provide the basic training needed to do this to their employees, and ask them to carry out a self-assessment.

The self-assessment is quite easy most of the time, since it uses a checklist method.

Animated 3D models display objects within space in way text and images cannot.

# Working Safely with DSE

---



The law says employers must plan work so there are breaks or changes of activity for employees who are DSE Users.

As a rule of thumb, breaks should be around 5 to 10 minutes per hour depending on the type of work you do. Shorter breaks frequently are better than longer breaks. For example 5 to 10 minutes every hour is more beneficial than 20 minutes every two hours.

Breaks or changes of activity should allow users to get up from their workstations and move around, or at least stretch and change posture.

Breaks can be making a phone call, filing documents away, getting a drink of water.

If there are no natural changes of activity in a job, employers should plan rest breaks.

Employees can help their eyes by:

- checking the screen is well positioned and properly adjusted
- making sure lighting conditions are suitable
- taking regular breaks from screen work

Animated 3D models display objects within  
space in way text and images cannot.

# Working from Home

---

Employers have the same health and safety responsibilities for employees working from home as for any other employees.

If you have staff working at home, you must still manage the risks to their health from DSE use.

Where temporary home working occurs, workstation assessments are not necessary. However where home working has extended, the employer should discuss arrangements with the employee, ask them to complete an assessment and address any issues should they arise.

# Transient Working/Portable Items

---

It is important to position laptops and use them in a way that prevents discomfort. Short periods of time in poor postures are unlikely to cause significant health problems, but if regularly repeated or maintained, discomfort or injury can occur.

Laptops screen are often low and close to allow comfortable viewing. Wherever it is possible (e.g. when at a workstation or when you have a table available) it is always best to use a separate keyboard, mouse, and screen (alternatively a laptop stand should enable the user to raise the height of the screen to a comfortable height).

If you do have to place your laptop on your knee (egg when traveling) you are advised to position files beneath the laptop to adjust it to a suitable height for typing (your wrists should be straight when your fingers are on the keyboard). The files will also help prevent the risk of your legs being burned by the heat from the laptop. You should take regular breaks from this posture, and avoid working in this way for long periods



# DSE Assessors

---

**Lagom Safety Ltd can act as your competent DSE assessor.**

**We can help to:**

- **identify who is covered by the Regulations**
- **assess workstation risks and put control measures in place**
- **provide training**
- **write a bespoke DSE & Eye Test Policy**

# Get in touch

---



**The full training presentation and DSE  
Assessment are available.**

**Get in touch if you require further training or advice**

**hello@lagomsafety.com**

**07707073879**

**Thank you, Lynette**

Animated 3D models display objects within  
space in way text and images cannot.