



# Workstation Display Screen Equipment (DSE)

## Training

**To use these slides, go to slide show then either click the mouse or click on Enter/Space-bar on your keyboard**

**Note: some slides contain automated animation**



# Workstation Display Screen Equipment (DSE) Training



**Welcome to your Workstation DSE training presentation, an important part of your ongoing workplace Health & Safety training.**

Everyone who uses a computer during their working day should understand how best to take care of their health by ensuring their immediate working environment is the best it can be.

This includes your chair, desk, keyboard, screen, mouse, telephone and anything that can affect your comfort, efficiency or wellbeing at work.

You may never have considered the layout of your workstation before, the importance of the position of everything on your desk and around it, and how important it is to set up your desk and chair correctly.

You may think your body will naturally find its best position, when in fact it will adapt itself to the position it is presented with, and if it is presented with a bad position, this may well be where your problems start.



# Workstation Display Screen Equipment (DSE) Training



Aches and pains in the Hands, Wrists, Arms, Neck, Shoulders and Back, commonly known as Repetitive Strain Injuries (RSI's), eyestrain, headaches, tiredness and stress are just some of the problems you might face.

The aim of this presentation is to give members of staff training on the main points of using DSE that you should be aware of, which will enable you to set up your workstation in the most effective way to help improve your posture and minimize the risks to yourself.

There are a series of questions at the end of the slide show, so that you can confirm you have understood the main points of the presentation.

There is also a DSE Self Assessment, which should be completed by all new members of staff, or existing members of staff wishing to notify their DSE Assessor of any changes to their circumstances.

The presentation is best viewed as a slide show



# DSE User



If you use one of these .....

- as a significant part of your normal work
  - daily
    - for continuous periods of an hour or more
- then you are classified as a DSE User

Provision is made for DSE Users under

**The Health & Safety (Display Screen Equipment) Regulations  
1992**



# Healthy Computers



- Health risks associated with computer use can be

- **Musculoskeletal problems**
- **Headaches / eye strain / stress**

- All can be avoided by.....

- **Good workstation set up**
- **User adopting the correct posture**
- **Taking regular short breaks / reducing computing time**





# Healthy Computers



## The Display Screen Assessment (DSE) process

- User carries out DSE self assessment of workstation
- Assessment reviewed by H&S Lead / Line Manager
- Work to resolve any issues arising from assessment
- Medical issues referred to Occupational Health



Your DSE assessment must be reviewed if any significant changes occur in your workstation, or it has been 3 years since your last assessment. You will be reminded by your H&S Lead or Line Manager when you next require a review.



# Characteristics of your Chair



- Your chair should be in good repair, with a five pronged base on casters for stability
- You must be able to adjust it to adopt a correct and comfortable posture, the height should be adjustable up and down allowing you to move your legs comfortably
- Fabric coverings should be undamaged, durable and permeable to dissipate moisture and heat
- A backrest adjustment to fit and support the small of your back and spine
- Armrests are not recommended.
- Your chair should be comfortable enough to work for periods without too much exertion





# Adjusting your Chair



- Adjust the contoured 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 fingers are on the keyboard
- Adjust the tilt forward up to 15° for reading and writing, and backwards up to 5° for terminal and keyboard work
- Move close to desk (remove arm rests if necessary)
- Consider a footrest if your feet do not reach the ground

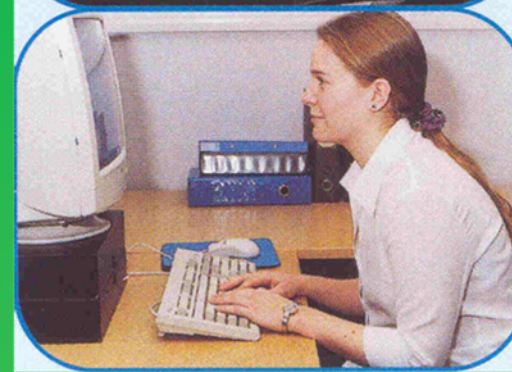




# Sitting at your Workstation



Too far back



Too far forward



Ideal



# Keyboard Characteristics



- Letters on your 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 at will
- Large enough to make keying comfortable
- Ergonomic to the user





# Positioning the Keyboard

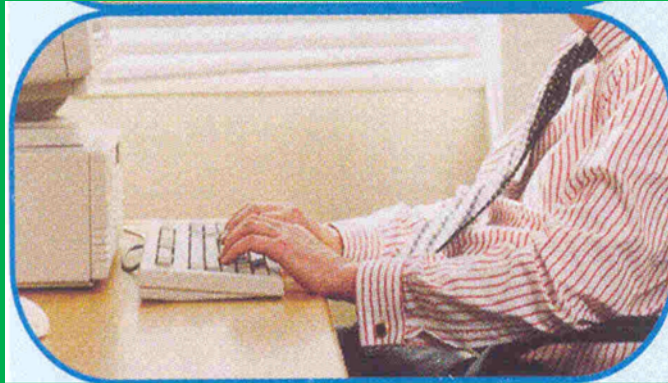


- Position the keyboard in front of you at lower arms length
- Put your wrists in line with your forearms in a neutral position
- Avoid resting your wrists when typing
- Keying skills (shortcuts will reduce mouse work)
- Position your keyboard with respect to your mouse

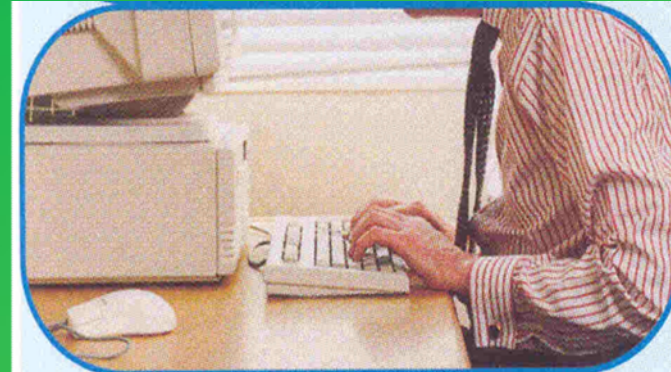




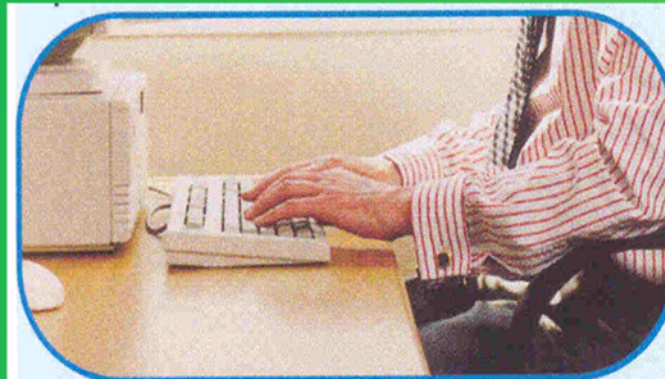
# Using the Keyboard



Too far back



Too far forward



Ideal



# Characteristics of a Mouse



- Should fit neatly into the curve of the users hand
- Move freely with the speed and sensitivity comfortable to you
- Enable the user to point and click with minimal movement
- Must have a scroll wheel and click buttons
- Should not cause the user discomfort after prolonged usage





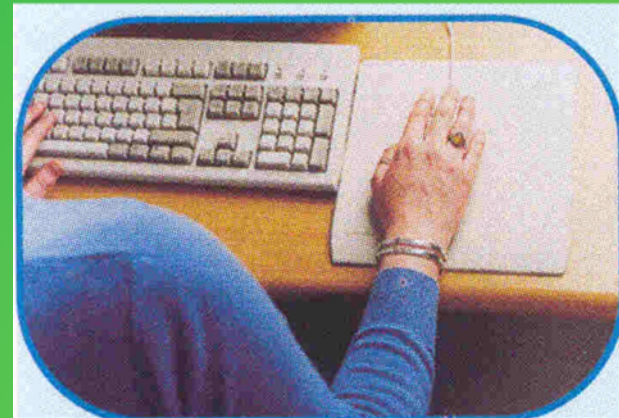
# Use of the Mouse



- Mouse the right size and shape
- Kept close to the keyboard
- Arm kept close to the body
- Wrist in neutral position
- Have a gap between wrist and desk
- All movement from your shoulder
- Set up for left / right handed
- Use mouse mat (if required)



Too far away



Ideal



# Characteristics of a DSE Screen / Monitor



- Large enough for the user to see data clearly
- Positioned correctly so that your head is in a comfortable position
- Adjustable so that the screen can be swivelled and tilted to avoid reflection



- Screen should be clean and free from flicker
- Have brightness and contrast controls
- Text and background colours should work well together
- Characters should be clearly formed and of sufficient size and spacing
- Stable and secure on worktop



# Position of the Screen/Monitor



- Position the screen in front of you
- Distance should be at arms length
- The top of the screen at eye level
- Adjust tilt to avoid any reflection
- Adjust brightness and contrast
- Check image is stable and clear
- Clean the screen regularly







# Use of a Telephone



- Position your phone on the opposite side of your desk to the mouse
- Regularly clean the phone mouthpiece and keys
- Avoid holding the phone between your ear and neck as this can lead to “phone-neck” a very painful condition
- Use a phone headset if data is routinely entered whilst using the phone



# Good Working Environment



- A good working environment should have:
- Sufficient working space for your tasks
- A comfortable temperature and humidity, between 16°C ~ 30°C
- Reasonably comfortable levels of noise, below 65dB(A)
- Visual relief (range of focal distances)
- Adequate lighting (blinds, task lighting, avoid glare)
- Sufficient storage areas to avoid excess clutter on your desk





# Healthy Computers



## Other issues



- Visual fatigue can be caused by focusing for lengthy periods, reduced blink rate, screen glare, brightness / contrast, 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

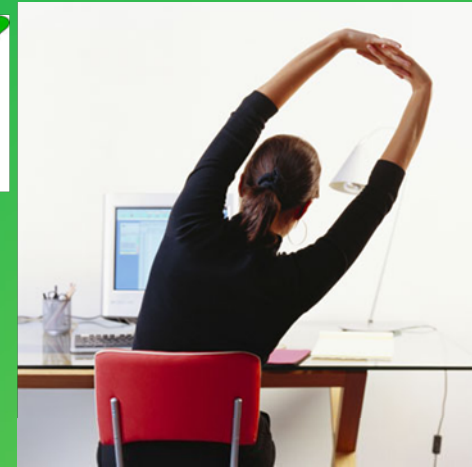


# Healthy Computers



## 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 over the computer screen distance speak to your safety advisor regarding an eye test
- Persistent aches, pains, tingling or numbness are early warning signs and should be investigated by your H&S Lead / Line Manager





# Using Laptops, Tablets and Smart Phones



## Top tips....

- Should only be used for short periods of time (20 mins)
- Never use on lap or soft surface
- Use on a flat even surface with maximum room
- Use of a remote keyboard / mouse will help
- Laptop stand or docking station is even better
- Posture is still very important, use a proper table and chair

## Other factors to consider when using laptops

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





# Computer user entitlement



## Eyesight test



If you experience any visual difficulties associated with computer use, you can request an appropriate eyesight test

The cost of the eye examination and test is covered by the BrisDoc Specsavers voucher scheme. These vouchers are issued by your Service Manager

## Corrective glasses

If as a DSE User you require 'special' corrective lenses specifically for DSE work then BrisDoc will pay for a basic pair of frames and lenses up to the value of £50.

The DSE User will make their own arrangements for a sight test.





# Healthy Computers



If you have a problem



- It is important to highlight problems at an early stage
- Report any discomfort or health problems to your manager
- Review your DSE assessment with your H&S Lead or Line Manager
- Unresolved health issues must be referred to occupational health for further assessment



# Office Exercises



- Exercise will move joints and stretch muscles and nerves
- Movement stimulates the circulation and lubricates the joints
- Will help to relieve muscle and nerve tightness
- Just one to two stretches every 20 minutes to relieve fatigue

Aim to keep yourself generally fit, active and hydrated

Simply add water .....



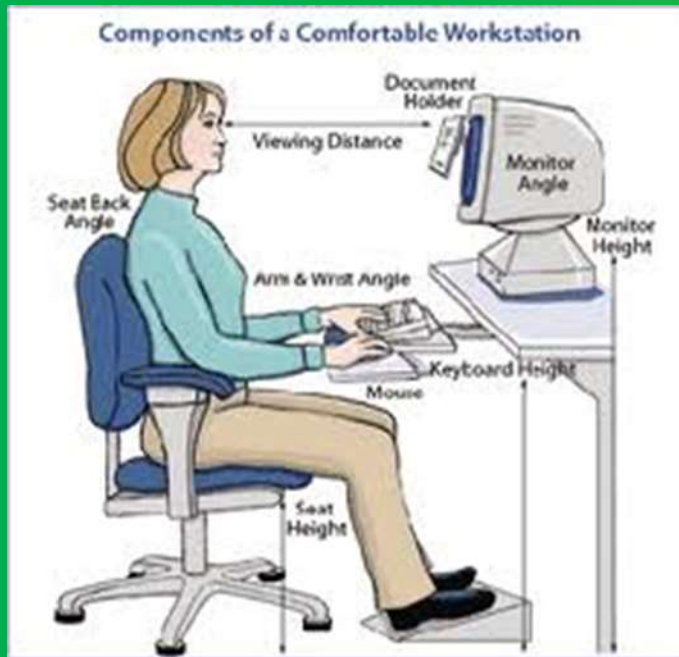




# Next Steps



Whilst sitting at your workstation



- Carry out any necessary adjustments to your chair, screen, keyboard, mouse, phone, document holder, etc.
- Review your working practices; aim to reduce continuous computing time, take regular breaks away from your computer
- Occasionally check your posture and try to eliminate bad habits
- Now complete the DSE self assessment form and send it to your H&S Lead or Line Manager



# Questionnaire



1. Who should you contact if you are having problems with your DSE?
2. How often should you exercise at your workstation?
3. What item of equipment would you require if your feet did not reach the floor?
4. What should I do now?

**For the answers to these questions click on the question mark**





# Answers



1. Who should you contact if you are having problems with your DSE ?  
**Your Health & Safety Lead or Line Manager**
2. How often should you exercise at your workstation ?  
**Recommendation is every 20 minutes**
3. What item of equipment would you require if your feet did not reach the floor?

**A footrest**

4. What should I do now?

**Complete your DSE Self Assessment by clicking on this word document and send it back to your Line Manager**



Microsoft Word  
Document

**To continue with the presentation press the action button**





# **Thank you for taking the time to do your Workstation DSE Training**

**If you have any further questions regarding Health and Safety  
please speak to your Service Health and Safety Lead or contact  
the Head of Governance at Osprey Court**