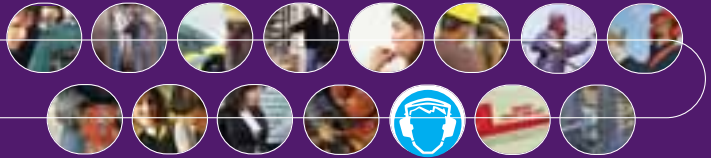


Safety Toolkit and Short Guide to General Application Regulations 2007
Display Screen Equipment Section



**Display Screen
Equipment**

Introduction



Safety Toolkit

The objective of the Toolkit is to provide guidance on the prevention of accidents or ill health at work and to provide a practical tool towards a safer workplace. It covers requirements of the Safety, Health and Welfare at Work (General Application) Regulations, 2007 as amended and is aimed specifically at small and micro businesses. It is not intended as a legal interpretation of the legislation. Legal advice should be sought where required.

Checklists provided are non-exhaustive and in no particular order

How do I use the Toolkit?

The Toolkit is intended to assist you to monitor and improve standards of safety, health and welfare. It will assist you towards complying with the law.

1. Use the checklists to monitor how you're doing.
2. Make any required improvements.
3. If necessary, investigate further to find out what you need to do and set a timescale for achieving it.
4. Use the Action Date column to show when action taken.

Checklists provided are non-exhaustive and in no particular order.

At the end of each point in the check list reference is made to the corresponding part of the Regulations, for example (r51) indicates Regulation 51.

Where can I get further advice?

The Health and Safety Authority's website www.hsa.ie contains a large amount of additional information. Most of the information on the website can be accessed free-of-charge. The website has detailed guides on each section of these Regulations. Each guide contains advice on where to find further information.

The Health and Safety Authority's Workplace Contact Unit (WCU) is a helpdesk resource for employers, employees and the public. You can contact the WCU through

- ▲ Locall: 1890 289 389 (Monday to Friday, 9am to 5pm)
- ▲ Fax: 01 614 7125
- ▲ Email: wcu@hsa.ie
- ▲ Write to: Workplace Contact Unit, Health and Safety Authority, Metropolitan Building, James Joyce Street, Dublin 1



Display Screen Equipment

What does this section deal with?

This section deals with display screen equipment and associated workstations including work chairs, work desks and associated work equipment. Employers are required to evaluate workstations. Appropriate steps must be taken to control risks identified. A competent person with the necessary skills, training and experience must complete this analysis.

It is not sufficient to allow employees use a software package to assess their workstations. The results of the workstation analysis must be shared and a written record kept of the analysis. Any changes to meet the requirements for equipment, environment and employee/computer interface must be recorded.

Does this section apply to all display screen equipment and users?

The provisions only relate to employees who **habitually** use display screen equipment (VDUs) as a **significant** part of their normal work.

This section **does not apply** to

- ▲ cabs for vehicles or machinery
- ▲ computer systems on a means of transport
- ▲ systems mainly for public use
- ▲ portable equipment not in prolonged use
- ▲ calculators, cash registers and equipment with small data or measurement display, and
- ▲ typewriters with a window

Some Important Points

- ▲ Employees are entitled to have their workstation assessed
- ▲ Employees must be trained and given information
- ▲ Employees must have periodic breaks or changes of routine, away from VDUs
- ▲ Employees must be informed that they are entitled to eye and eyesight test
- ▲ Employees are entitled to eye and eyesight test before working with VDUs and at regular intervals
- ▲ Employees must be provided at no cost with spectacles required exclusively for display screen
- ▲ It is not sufficient to allow employees use a software package to assess their workstations



Display Screen Equipment Checklist

Interpretation

“display screen equipment”, “employee” and “workstation” defined

“employee” means an employee who uses display screen equipment as a significant part of normal work

“workstation” includes chair and desk, accessories and immediate environment (r70)

Yes No N/A Action Date

Is the equipment

- | | | | |
|--|-----------------------|-----------------------|-----------------------|
| ▲ in a cab for vehicles or machinery (r71) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| ▲ computer systems on a means of transport (r71) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| ▲ systems mainly for public use (r71) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| ▲ portable equipment not in prolonged use (r71) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| ▲ calculators, cash registers and equipment with small data or measurement display (r71) and | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| ▲ “typewriters with window” (r71) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

If YES to any above, do not proceed because this part does not apply

Requirement

Yes No N/A Action Date

- | | | | |
|---|-----------------------|-----------------------|-----------------------|
| General use of the equipment is not a risk (r72) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Analyse workstation, particularly as regards eyesight, physical problems and stress (r72) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| On evaluation, have measures been taken to remedy risks, taking account of minimum requirements in Schedule 4, and additional or combined effects (r72) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Requirement	Yes	No	N/A	Action Date
SCHEDULE 4 MINIMUM REQUIREMENTS FOR ALL DISPLAY SCREEN EQUIPMENT				
Equipment				
Display screen				
Screen characters well defined and clearly formed, of adequate size with adequate spacing (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Screen image stable, with no flickering (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Brightness or contrast easily adjustable (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Screen free of reflective glare and reflections (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Screen able to swivel and tilt (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Separate base or adjustable table (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Keyboard				
Keyboard with matt surface to avoid reflective glare (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Arrangement of keyboard and characteristics of keys to facilitate use (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Symbols on keys adequately contrasted and legible (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Keyboard tiltable and separate from screen (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Space in front of keyboard sufficient to support hands and arms (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Desk or surface				
Desk or work surface sufficiently large, low-reflectance surface (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Document holder stable and adjustable and positioned to minimise uncomfortable head and eye movement (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
Chair				
Stable and easy freedom of movement and comfortable position (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Seat adjustable in height (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Seat back adjustable in both height and tilt (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Footrest available to user who requires one (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Environment				
Dimensioned and designed to provide sufficient space to change position and vary movements (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Satisfactory lighting and appropriate contrast (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Glare and reflections prevented (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Sources of light cause no direct glare or reflections on the screen (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Windows fitted with suitable adjustable covering to attenuate daylight (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
All radiation reduced to negligible levels (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Noise taken into account, in particular so as not to distract attention or disturb speech (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Equipment shall not produce excess heat (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is an adequate level of humidity maintained (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Employee/Computer Interface				
Software suitable for task (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Software easy to use and adaptable to employee's knowledge or experience (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
No quantitative or qualitative checking without the knowledge of employees (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Systems provide feedback to employees on their performance (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Display information in a format and at a pace adapted to employees (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Principles of software ergonomics applied, in particular to human data processing (s4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Requirement				
Plan activities that daily work is periodically interrupted by breaks or changes of activity (r72)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Provide information to employees on measures implemented (r72)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Provide training before commencing work and when workstation substantially modified (r72)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Perform analysis where employee transfers to a new workstation, or significant new equipment or technology (r72)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Taking into account State entitlement, ensure appropriate eye test available to every employee				
▲ before work (r73)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ at regular intervals thereafter (r73) and	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ if employee experiences visual difficulties (r73)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
If test shows that it is necessary, ophthalmologic examination carried out (r73)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
If test shows that it is necessary special corrective appliances provided (r73)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

This is a guidance document and using the checklist should help you comply with the Regulations. The checklists are non-exhaustive and in no particular order. Further guidance can be found at www.hsa.ie