

# Display Screen Equipment (DSE)

The use of technology, in the form of computers, laptops, tablets, smartphones and so on, is an integral part of daily life for many people now and is essential in most workplaces.



*Fig 17 Correct and incorrect posture while sitting*

Display Screen Equipment (DSE), provided it is set up and used correctly, will not pose a risk of injury or cause ill health. However, it will do so if it is not set up and used correctly. In particular, the misuse of equipment in this way can cause musculoskeletal disorders, especially upper limb and back problems. Some users may also experience stress, fatigue, headaches and eye strain. And even though such problems are attributable to the misuse of DSE, the exact causes are not always obvious and may be complicated by their rootedness in a combination of factors.

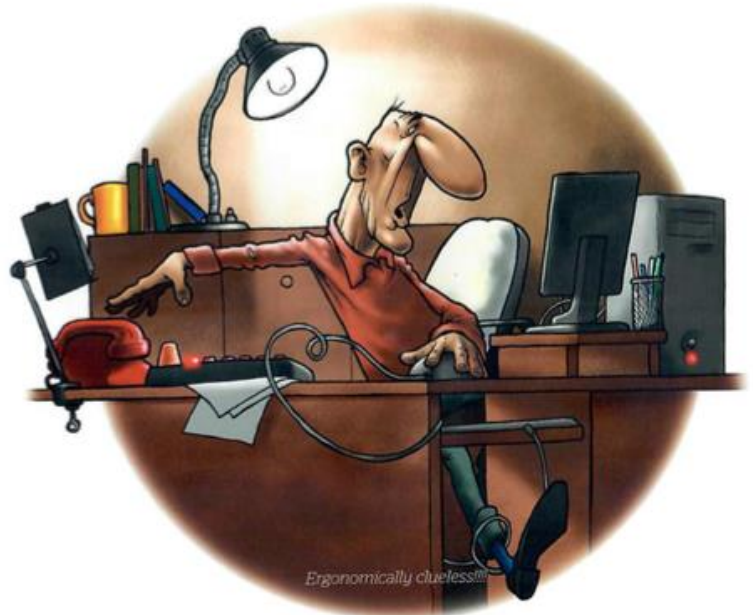
The Health and Safety (Display Screen Equipment) Regulations 1992, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002, apply to the use of DSE in the workplace.

The regulations define DSE as equipment or devices that have an alphanumeric or graphic display screen and this includes display screens, laptops, touch screens and other similar devices. A user is defined as an employee who regularly uses DSE as a significant part of his or her normal work (i.e, daily, for continuous periods of an hour or more).

### Employer's duties

- Analyse workstations to assess and reduce risks;
- Make sure controls are in place;
- Provide information and training;
- Provide eye and eyesight tests on request, and special spectacles if needed;
- Review the relevant assessment when the user or DSE changes.

Working with DSE of all types is part of everyday working life and employers must ensure they identify and control the risks to prevent their staff being hurt.



### Employees duties

- To take reasonable care of themselves and others;
- To co-operate with procedures and systems of work, including setting up and maintaining a suitable work station;
- To use equipment as provided;
- To report any problems without delay, including any symptoms or ill health.

You must report any symptoms of ill health to your supervisor or manager as soon as you possibly can as musculoskeletal disorders associated with DSE usage can become chronic and debilitating very quickly.

In order to understand how working with DSE if all types can have an effect on your body it is helpful to understand how the musculoskeletal system works.

Our ability to move rests upon our use of the muscles and bones which constitute our musculoskeletal system. This system gives us our form and shape and provides our bodies with support and stability. It is responsible for bodily movements.



DSE checklist please check the following checklist below to make sure you're staying healthy working with computers:

Department	Location of workstation	Name of assessor	Name of user(s)	Date

Answer each question. Circle 'yes' or 'no', and make notes for 'no' answers, indicating action in the Notes column. These assessment sheets are to be used in conjunction with the guidance notes.

## EQUIPMENT

1. Display Screen			Notes
1.1 Is screen free from reflections of lights, windows or images?	Y	N	
1.2 Can screen be tilted?	Y	N	
1.3 Can screen be swivelled?	Y	N	
1.4 Is image clear and stable?	Y	N	
1.5 Is screen size compatible with the task?	Y	N	
1.6 Is the screen set at a comfortable height?	Y	N	
2. Keyboard			Notes
2.1 Is keyboard detachable / moveable?	Y	N	
2.2 Is the keyboard stable?	Y	N	
2.3 Is the keyboard tiltable?	Y	Y	
2.4 If operators key in large amounts of figures, is there a numeric keypad?	Y	N	

2.5	Can keying be performed comfortably?	Y	N
2.6	Is the keyboard in good working order?	Y	N
2.7	Does the keyboard have a matt finish?	Y	N
2.8	Are keys normally sized and spaced?	Y	N

3.	Mouse			Notes
3.1	Is the mouse used at a comfortable distance which prevents the need to reach / stretch?	Y	N	
3.2	Does the mouse fit comfortably in the hand?	Y	N	
3.3	Has a mouse pad been provided for use with the mouse?	Y	N	
3.4	Does the mouse function as it should?	Y	N	
4.	Work Surface / Desk			Notes
4.1	Is there sufficient space for equipment and documents?	Y	N	
4.2	If present, can the document holder be adjusted to user's comfort?	Y	N	

4.3 Is the work surface stable?	Y	N	
4.4 Does the surface have a matt finish?	Y	N	
4.5 Is there sufficient space for thighs and knees?	Y	N	
4.6 Is there space to stretch the legs?	Y	N	
4.7 Is there enough support for hands and wrists?	Y	N	
5. Chair			Notes
5.1 Does the chair provide support for the lower back?	Y	N	
5.2 Does the seat pad provide adequate support for thighs and buttocks?	Y	N	
5.3 If feet do not touch the ground, is a footrest provided?	Y	N	
5.4 Does the backrest adjust in height and tilt?	Y	N	
5.5 Is the chair itself adjustable in height?	Y	N	

5.6 Are the mechanisms for adjustments easy to operate from a sitting position?	Y	N	
5.7 Does the chair swivel to give access to other areas of the workstation?	Y	N	

5.8 If the chair is fitted with armrests, can it be manoeuvred close enough to the work surface?	Y	N	
5.9 Is the chair stable? (i.e. 5" base)	Y	N	

## ENVIRONMENT

6. Lightning, Reflection and Glare			Notes
6.1 Is the lighting at the desk and in the workplace suitable and sufficient?	Y	N	
6.2 Is the operator free from strong sources of light in the line of sight?	Y	N	
6.3 Is there a functional blind, if required?	Y	N	
7. Equipment Noise			Notes
7.1 Is the workplace free from distracting equipment noise?	Y	N	
8. Heating and Humidity			Notes
8.1 Is the temperature and ventilation comfortable to work in (now and at different times of the year)?	Y	N	

8.2	Is the air humidity satisfactory?	Y	N
8.3	Is the area free from draughts?	Y	N
	If no, what are the problems, if any?		

## Software

9.	Task Design and Software			Notes
9.1	Is the software suitable for the task?	Y	N	
9.2	Does the user have sufficient training and knowledge in the use of the software?	Y	N	

## OTHER

10.	Other Considerations			Notes
10.1	Do users suffer from eye strain?	Y	N	
10.2	Do users suffer from aches or pains during normal work on the DSE?	Y	N	
10.3	Do users take regular breaks away from display screen work?	Y	N	
10.4	If yes, how often?	Y	N	
11.	General Safety			Notes



Action completed			
Signed		Date	
11.1 Are floor areas free from boxes, wiring and other obstacles which may cause someone to trip?	Y	N	
11.2 Is the storage of paper and other stationery away from sources of fire?	Y	N	
11.3 Has there been a recent check on display screen electrical equipment, wiring and sockets?	Y	N	
11.4 Are all surfaces free from sharp edges which could cause cuts?	Y	N	

List any other problems.

### Action Plan

Action required	Action by (name)	Date

**D/K – Don't Know**

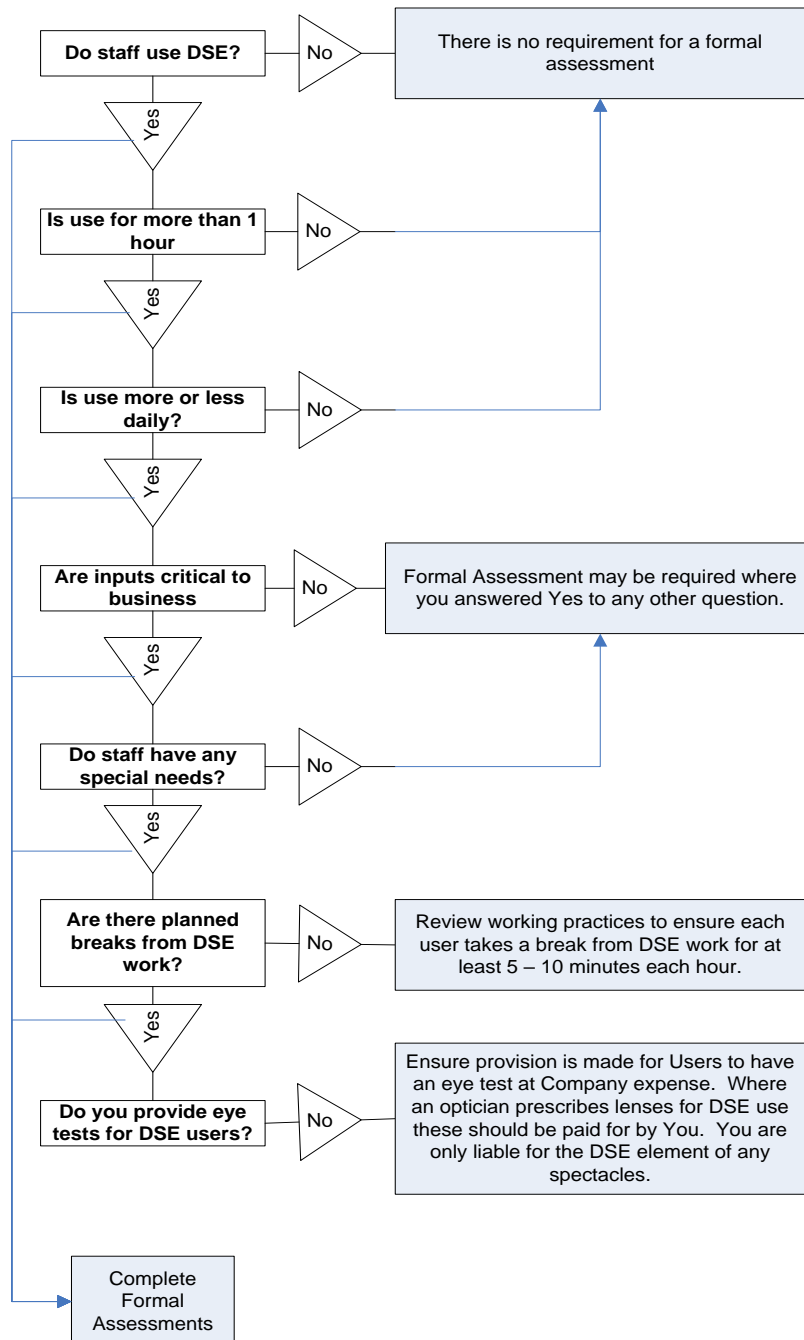
**N/A – Not Applicable**

**P – Problem or Potential Problem**

If any question is answered 'No' or 'P' is indicated in the Notes column this constitutes a significant problem or requires immediate action.

## DSE Assessment Flowchart

This flow chart will help you assess the DSE requirements within your business.



Find out more about DSE on HSE

<http://www.hse.gov.uk/msd/dse/>