

Display Screen Equipment (DSE)

- Any alphanumeric (letters, numbers) or graphic display screen, regardless of the display process involved

DSE User

- An employee who habitually uses DSE as a significant part of his/her normal week

Maintaining a tidy and organised work area is very important for:

- Efficiency
- Reducing stress
- Providing sufficient space to set your workstation up correctly

Work Pacing

- Take short, frequent breaks to vary postures and movements
- Where possible, rotate between different tasks to vary physical activity, i.e. alternate between keyboarding and filing

General Environment

- Room temperature should be comfortable to allow muscles to stay relaxed

Lighting

- Avoid having any glare or reflections in your screen
- Avoid having light sources directly behind you, such as windows or lamps

Eye-Sight Testing

- Free testing is available to any DSE user that requests it
- Contact OH for a form prior to visiting an optician
- Partial funding is available if corrective lenses are required for DSE work

Healthy Working with Computers Training

- Training should be provided to all DSE users on healthy working with computers
- For more information on available training, contact your manager



Healthy Working With Computers

Occupational Health Department

339 Moseley Road
Highgate
Birmingham
B12 0DP

Tele: 0121 446 4440
Fax: 0121 4404427

Preferred Computer Workstation Layout

(1) Adjustable Chair (adjustable seat height, back position, and a 5-point base)

(2) Top of screen should be at eye-level of user when seated

(3) Minimise glare and/or reflections in the screen

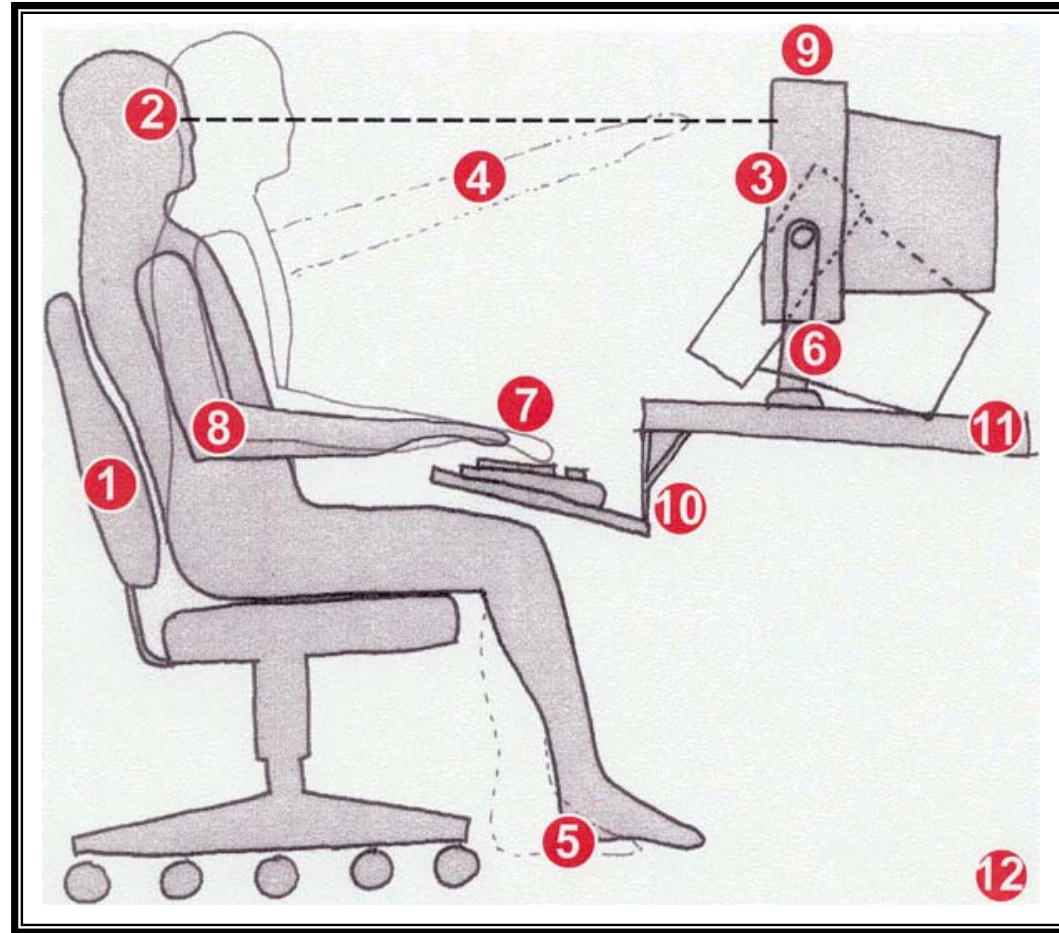
(4) Sit approximately arms-length from the screen

(5) Place feet flat on the floor or footrest

(6) Document holder should be placed the same distance away from the user as the screen

(7) Wrists should be kept flat and straight when keyboarding

(8) Arms and elbows should be relaxed and kept close to the body



(12) DSE users should take frequent, short breaks

(11) Work surface should be stable and have a matte finish

(10) The keyboard should be positioned to allow a straight wrist posture

(9) Monitor and keyboard should be positioned directly in front of the user

Diagram credited to Cornell University