
	<h2 style="margin: 0;">Frequently Asked Question</h2>				
<b>Ref: FAQ:013:07</b>		<b>RE: Display Screen Equipment (DSE)</b>			
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<b>Note:</b>	<i>This information/advice has been issued in response to frequently asked questions around a specific topic and may not cover all issues arising, should you require more specific advice please contact the Health &amp; Safety Help Desk. The management of any occupational health and safety issue(s) remains the responsibility of local management.</i>				

Managers are responsible for ensuring that risk assessments are completed and additional controls are implemented in order to provide a healthy and safe place of work, so far as is reasonably practicable. The following frequently asked questions are compiled as a result of queries received by the National Health and Safety Function Helpdesk relating to the use of Display Screen Equipment (DSE).

***Is there any legislation concerning Display Screen Equipment (DSE)?***

**Yes,** The Safety, Health and Welfare at Work, (General Application) Regulations 2007, Chapter 5 of Part 2, must be adhered to in relation to Display Screen Workstation Equipment.

***I am a manager, what do I need to do to comply with the Regulations?***

Your role as manager is to ensure that any hazards and risks arising from the use of DSE and the associated workstation are identified and additional controls implemented where necessary.

***Does the Regulation apply to all my staff?***

**No,** you need to identify employees who:

- normally use the DSE for continuous periods of more than one hour per day
- have no choice but to use the DSE to carry their work
- generally use DSE on a daily basis

**Note:** employees meeting the above are commonly termed DSE “Users”

***Can I designate a member of staff to complete the DSE workstation risk assessment?***

**Yes,** you can so long as they have completed the mandatory training (as described in the question below) to provide them with the necessary competencies. Nevertheless, we would encourage you as the manager to undertake these assessments and therefore you should complete the training as

described below in order to gain the necessary competencies to undertake a basic workstation assessment.

***What training/competencies are required for DSE Workstation Assessors?***

The manager or the designated DSE Workstation Assessor must complete the following [HSELand](#) modules in order to be considered competent:

- Managing Health and Safety In The Healthcare Setting (Grade V/clinical equivalent and above)
- Display Screen Equipment - User Awareness Module
- Display Screen Equipment - Assessor Module

It is also recommended that managers (workstation assessors) attend a risk assessment workshop, to help reinforce competency around the risk assessment process.

**Note:** Always maintain records of training including copies of HSELand certificates that are available on completion of training programmes.

***Do DSE “Users” require training?***

**Yes**, the DSE User/Awareness module available on HSELand must be completed before the DSE workstation assessment takes place, to:

- Make themselves aware of the potential hazards associated with DSE work
- Enable them to set up their workstation ergonomically, and
- Understand the process of reporting hazards.

***Who is responsible for implementing the additional control measures that are highlighted by the DSE workstation risk assessment?***

The manager is responsible for their employees’ health and safety and therefore is responsible for ensuring additional control measures identified to eliminate/reduce the risk are implemented following risk assessment.

**Note:** Some controls required to adjust the workstation equipment and the immediate environment can be completed/implemented with the User during the DSE risk assessment.

***Is a Display Screen Workstation Assessment an Ergonomic assessment?***

**Yes**, the DSE Workstation risk assessment ***is an ergonomic assessment*** based on the science of workplace design, while keeping in mind the capabilities and limitations of the “user”. It provides a systematic approach to reduce the risk factors that can lead to musculoskeletal injuries.

***What action is required when an employee moves to another workstation?***

A new DSE workstation assessment must be completed when an employee moves to another workstation.

***If following the implementation of identified controls an employee continues to experience discomfort/ill-health associated with DSE work, what actions can be taken?***

Firstly, any issues or concerns must be discussed with their line manager. A review of the current DSE workstation risk assessment may be necessary. The manager may then refer the “user” to the Occupational Health Department for medical review with a copy of the completed risk assessment, which lists the controls implemented. Following the medical review the Occupational Health Specialist may recommend an ergonomist to review the risk assessment and workstation to provide additional guidance.

See DSE Workstation Risk Assessment Flowchart (page 6)

***What is “hot-desking” and what action is required when “Users” are “hot-desking”?***

Hot-desking is the practice of allocating a DSE workstation for multiple users. The actions required for those who hot-desk are the same as they are for “users” with a permanent workstation.

It is necessary to ensure that where the practice of “hot-desking” exists, the health and safety risks are assessed and, so far as reasonably practicable, reduced.

“Users” should complete the HSE LanD “Display Screen Equipment – User/Awareness Module” discussed previously.

***Does the legislation apply to the use of laptops?***

Laptops do not fall under the scope of the Regulations as they are intended for short term use only and do not meet the basic requirements of the Regulations, e.g. with respect to the keyboard, which must be separate from the screen. A risk assessment must be carried out to assess the usage of the laptop and if necessary a laptop workstation will be required. The laptop workstation should ensure that the laptop is connected to a separate monitor, mouse and keyboard. The workstation must then be assessed to determine whether it meets the requirements detailed in the Display Screen Equipment Regulations.

***Does the use of DSE affect eyesight?***

Some employees may experience temporary eye fatigue, with such symptoms as failure to see clearly, red or sore eyes and headaches. Eye fatigue may also lead to employees adopting awkward postures which may cause discomfort of the limbs. Eye strain and fatigue can be reduced by ensuring the screen is well positioned and properly adjusted, that lighting conditions are suitable, and by taking regular breaks from screen work.

***Are “Users” entitled to an eye and eyesight test?***

**Yes**, every “User” is entitled to an appropriate eye and eyesight test for DSE use by a competent person. It must be made available and paid for by the employer. Local arrangements should be in place through your Occupational Health or Human Resources Department. The eye and eye sight testing must be made available:

- Before commencing display screen work
- At regular intervals thereafter and

- If an employee experiences visual difficulties which may be due to display screen work

Where complex problems are detected, the employee must be referred to an Ophthalmologist and where particular lenses are required for DSE work, the cost of minimum requirement frames and lenses must be borne by the HSE.

#### ***How often should the eye tests occur?***

Although there is no specified interval set down in legislation, it would seem reasonable that an eye and eyesight test should be made available to employees every three years.

#### ***How does the employee claim when the costs of minimum requirement frames and lenses are required?***

When agreed with their manager a claim can be made on “Reimbursement for Other Costs” form available in the HSE National Financial Regulations appendix 1, (available on the HSE’s website) or by contacting their local Human Resources Department for clarification of local processes.

#### ***What are the main risks to safety and health?***

A poorly equipped and arranged workstation is a major contributing factor in the development of many work-related upper limb disorders (WRULDs).

#### ***As a DSE worker how often should I change my activity?***

Most jobs provide opportunities to pause from DSE work to do other tasks, such as filing or copying. If there are no such natural changes in your activity, plan to introduce such breaks. These breaks or changes of activity allow the user to get up from their workstation and move around, or at least stretch and change posture.

Ideally, the length of the break should reflect the intensity of the individual job. However, there are four important points:

- Changes in the work activity, where they are necessary, should be taken before the onset of fatigue
- The employee should not sit or stand in the same position for long periods and make sure to change posture as often as practicable
- Short frequent changes in activity are more beneficial than longer periods of activity change taken occasionally
- Changes in the work activity should be taken away from DSE. Other duties may be assigned during this period.

#### ***How do I access HSELand?***

HSELand can be accessed on [www.hseland.ie](http://www.hseland.ie)

- Log in with your HSELand username and password
- If you are a first time user, click ‘Create an Account’ and complete the registration form
- If you have forgotten your login details, click on ‘Forgotten Login’
- Go to Course catalogues and click on catalogue logo

If you experience any difficulties accessing programmes please contact HSELand for support by emailing [support@hseland.ie](mailto:support@hseland.ie) or telephoning 048 90 640445.

***Additional Resource Information:***

DSE Workstation Risk Assessment Flowchart (see below)

[Safety Alert re Use of Display Screen Equipment](#)

[Display Screen Equipment Risk Assessment Form](#)

[Guide to The Safety, Health and Welfare at Work, \(General Application\) Regulations 2007, Chapter 5 of Part 2: Display Screen Equipment.](#) (Health and Safety Authority)

For further information regarding office accommodation aspects not covered in this FAQ please refer to the [FAQ on Office Accommodation](#), Fast Fact [Ergonomics](#) and the Fast Fact [Ergonomic Tips for a Healthier Workspace](#) available on our website.

## DISPLAY SCREEN EQUIPMENT (DSE) WORKSTATION RISK ASSESSMENT FLOWCHART

