

Introduction

Under the Health and Safety Display Screen Equipment (DSE) Regulations 1992 (Amended 2002), employers have a legal responsibility to protect the health of their computer (DSE) users. Computer users are at risk of developing aches and pains, particularly in the back, neck, shoulders, arms and hands ('RSI') due to poor workstation design and use. Other health problems can include stress, eye-strain and headaches. These problems can result in sickness absence and reduced productivity. Much

can be done to reduce the risk of these problems developing and to help those who may have discomfort to remain in work or return to work. Hu-Tech has over 15 years experience of working with a wide range of companies to help them meet their legal requirements in relation to these regulations, and in ensuring that their computer users are able to work comfortably. Consequently we can offer various levels of support, depending on your needs.



Strategic Advice

The following questions can help you to decide which level of support is most appropriate to meet your organisation's needs

Are your DSE risk assessments up to date?

A DSE risk assessment should be undertaken whenever something changes at the workstation. Our extensive experience of workstation assessments means we are able to undertake competent and fully comprehensive assessments in an efficient and timely manner, with minimal disruption to staff.

- Each DSE user receives an expert assessment and advice on workstation layout, posture and use of equipment
- A DSE pro-forma is completed for each user detailing our findings and recommendations for action
- If required, we can collate the outcome of the assessments into an electronic database that can then be managed within your company

Would you prefer some of your staff to be trained to carry out DSE risk assessments?

Many organisations find that it is more satisfactory to train some of their own staff to undertake DSE

assessments than bring in outside expertise. The benefits include:

- the knowledge and competence being retained in-house
- re-assessments can easily be undertaken if users move desks or new staff join

We are able to train your staff to be competent assessors during a one day risk assessors' course, which covers both theoretical and practical exercises. We also offer a 'validation exercise' whereby delegates are seen by the course tutor a couple of weeks after the course and complete a workstation assessment with the tutor. This helps develop confidence and competence in undertaking assessments. Alternatively, we offer a two day IOSH (Institution of Occupational Safety and Health) certified workstation assessors' course, which we run both as a public course, and as an in-house course.

Do you have staff with specific health problems or a disability?

An individual workstation assessment by a qualified Ergonomist may be advisable for staff with particular **health problems** e.g. back discomfort, 'RSI', stress or with a specific **disability**, to determine if any improvements or adaptations can be made to the workstation or job role. The individual assessment is an in-depth assessment and typically takes approximately 1 – 2 hours.

- We consider a combination of factors that may contribute to discomfort, such as workstation layout, equipment characteristics, work tasks, keying technique, organisational and environmental factors.
- We produce a detailed report suggesting recommendations, both for the individual in terms of posture, technique, workstation layout and for the organisation, for example appropriate pieces of equipment that may be required.

Are you looking to purchase new office equipment or produce a DSE policy?

We are able to support you in:

- Providing guidance on up to date alternative equipment and furniture.
- Developing your DSE policy and procedures and their integration into your safety management system including tackling tricky issues such as hot-desking, homeworkers, and mobile workers (laptop users).

Are you unsure if your DSE policy is suitable and sufficient?

You may be broadly happy with your DSE arrangements, but may like these to be independently audited to ensure that you are meeting your legal obligations, and that assessments are being undertaken in a competent manner.

Drawing on our extensive experience we can suggest any improvements, or provide you with assurance that your current procedures are adequate.



For information visit www.hu-tech.co.uk or email: info@hu-tech.co.uk

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