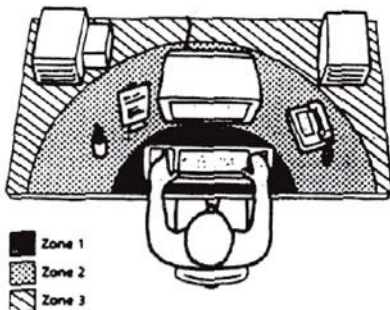
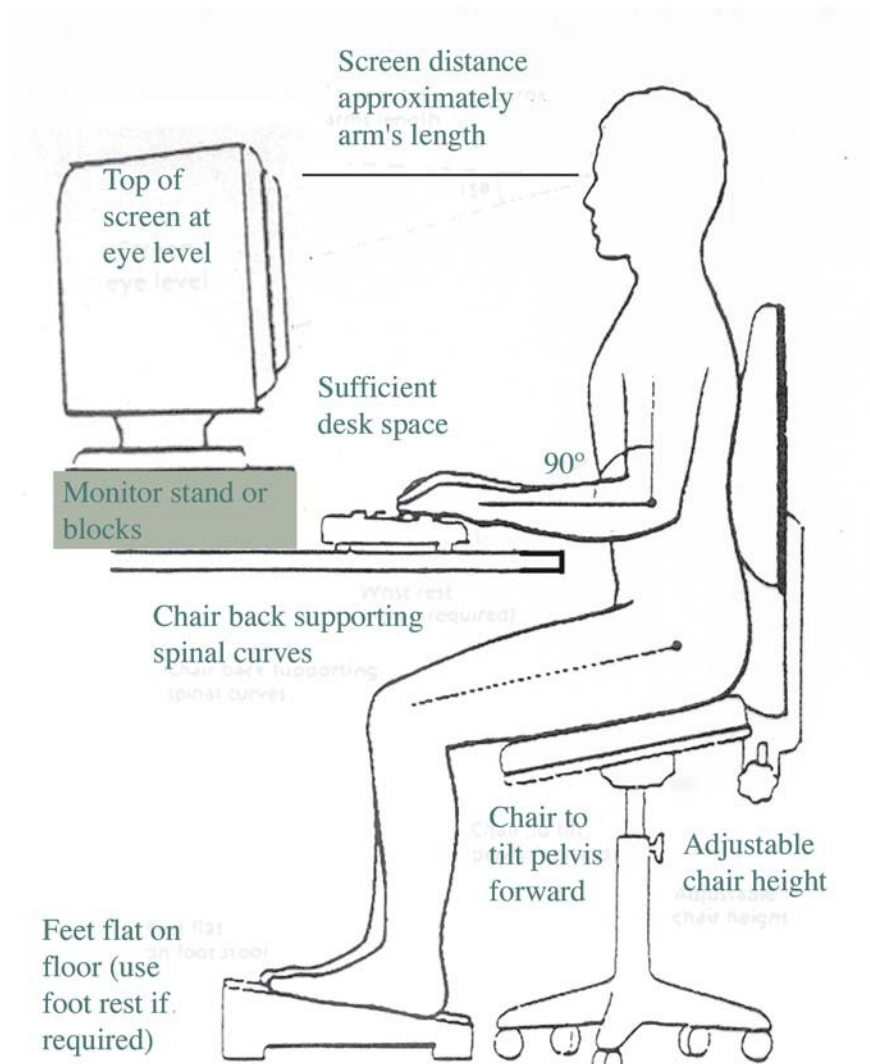


Workstation Set-up



Organise your desk top so there is space in front of you for immediate tasks, and space for lower-priority items elsewhere.



THE HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992

The Health And Safety (Display Screen Equipment) Regulations state that employers must:

- assess display screen equipment workstations and reduce risks
- ensure that work stations satisfy the minimum requirements of the schedule (see below)
- provide eye and eyesight tests, at request, to users and pay for corrective appliances if required
- plan work to ensure there are breaks and changes of activity - short frequent breaks are considered more useful than longer less frequent ones (some physios now recommend 5 minutes break every half hour and others recommend 30 second micro-breaks every 10 minutes.)
- provide training in the use of the workstation
- provide information to staff about all aspects of health and safety relating to their workstations and the measures taken by the employer to comply with the above.

The schedule lays down the minimum requirements for:

The screen: must have a clean, stable image, with adjustable contrast and brightness, be able to tilt and swivel and be free of reflective glare.

Keyboard: must be tiltable and separate from the screen. Space in front of the keyboard must be sufficient to provide support for the users hands and arms. The surface of the keyboard must be non reflective. Key symbols must be easily legible and keys arranged to facilitate use.

Work desk or surface: must be sufficiently large to allow a flexible arrangement of screen, keyboard, documents and related equipment. The surface of the desk will be of low reflectance. A document holder must be provided that is stable and adjustable.

Work chair: must be stable and allow freedom of movement. The seat back must be adjustable in both height and tilt. Footrests and wrist rests must be made available to users who want them.

The Working Environment:

- **space:** the workstation must be dimensioned and designed so as to provide sufficient space for the operator or user to change position and vary movements.
- **lighting:** any room lighting or task lighting provided must ensure satisfactory lighting conditions and an appropriate contrast between the screen and the background environment, taking into account the type of work and the vision requirements of the operator or user. Possible disturbing glare and reflections on the screen or other equipment must be prevented by co-ordinating workplace and workstation layout with the positioning and technical characteristics of the artificial light sources.
- **reflections and glare:** workstations must be so designed that sources of light, such as windows and other openings, transparent or translucent walls, and brightly coloured fixtures or walls cause no direct glare and no distracting reflections on the screen. Windows must be fitted with a suitable system of adjustable covering to attenuate the daylight that falls on the workstation.
- **noise:** noise emitted by equipment belonging to any workstation must be taken into account when a workstation is being equipped, with a view in particular to ensuring that attention is not distracted and speech is not disturbed.
- **heat:** equipment belonging to any workstation must not produce excess heat which could cause discomfort to operators or users.
- **radiation:** all radiation with the exception of the visible part of the electromagnetic spectrum must be reduced to negligible levels from the point of view of the protection of operators' or users' health and safety.
- **humidity:** an adequate level of humidity must be established and maintained.