Welcome

London Branch Meeting
Thursday 26 April 2018
Agenda:

15:00 - Doors open

15:30 - Welcome and introduction

15:45 - Presentation: Display Screen Equipment Assessments: Practical issues and their solutions

16:15 - Questions and closing comments

16:30 – Networking

16:45 - Close
Welcome & introduction
Branch Chair: Andrew Ammerlaan
DSE Assessments and Healthy Working

Prolonged use of computer workstations and display screen equipment (DSE) can lead to neck, shoulder, back or arm pain, along with stress, fatigue and temporary eyestrain.

These disorders can be avoided if DSE assessments are carried out, equipment is set up correctly and good practice is applied.
As DSE is now one of the most commonly used types of work equipment, HSE introduced The Health and Safety (Display Screen Equipment) Regulations 1992 to protect the health of those who work with DSE.
Proactively DSE assessments not only to ensure that your business meets the requirements of the regulations, but also benefits businesses by:

- improving the health, wellbeing and morale of employees
- sustaining productivity as a result of reduced sickness absence
- minimising the likelihood of compensation claims for upper limb disorders (ULD)
- reducing administration costs
- encouraging positive behaviour and the adoption of DSE good practice
- contributing to an improved organisational safety culture
A USER FRIENDLY WORKSTATION

RECLINED SITTING
Leaning back slightly into your chair’s backrest relaxes your back muscles and promotes blood circulation. Leaning back too far can result in awkward neck postures.
<table>
<thead>
<tr>
<th>Checklist Item</th>
<th>Details</th>
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<tbody>
<tr>
<td>1. Top of screen at eye level; lower for bifocal wearers</td>
<td>Screen distance at arm’s length (18 – 36&quot;)</td>
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<tr>
<td>2. Document holder centered between monitor and keyboard or next to screen</td>
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<tr>
<td>3. Chair backrest provides firm lower back support:</td>
<td>Chair back and seat easily adjustable for height and tilt by user</td>
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<tr>
<td>4. Keyboard height promotes relaxed arms with forearms parallel to floor</td>
<td>Mouse / pointing device next to keyboard</td>
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<td>5. Wrists straight (neutral)</td>
<td>Padded, movable wrist rest, same height as front of keyboard (Do not use wrist rest while keying)</td>
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<tr>
<td>6. Knees at or below hip level</td>
<td>Ample legroom under work surface</td>
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<td>7. Feet rest firmly on floor or foot rest</td>
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Workplace Assessment

A workplace assessment is conducted when someone determines that it is important to become aware of the exact nature of the issues which are being expressed. When this is ascertained then it is possible to accept the notion that these issues are creating problems and to design a plan of action to resolve them.
• **Human factors:** Lighting, thermal comfort, working space, noise and vibration

The work environment can impact on a person’s performance in a number of different ways from effects that damage health (heat stress, musculoskeletal disorders); effects that reduce the individual’s ability to perform a task (poor lighting, distraction); to effects that cause dissatisfaction, resistance to change and uncooperative attitudes (“if management think so little of us why should we ...”).
• **A hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc. The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.
• **Lighting** – At its simplest, different levels of lighting are required for different types of work – close, accurate work such as soldering a control panel will require higher light levels than walking down a corridor. However, when considering lighting, a number of different factors need to be considered such as colour, contrast, glare and so on.

Lighting an environment is often a complex task principally considered during the design stage of the building (by architects and interior designers). However, lighting should be designed for the tasks that individuals are carrying out within that environment. Guides to lighting can seem very complex, technical documents. However, employers can take some simple steps to ensure people have adequate lighting to carry out their tasks.
• **Thermal comfort** – Extremes of temperature (very cold and very hot) can put physiological stress on an individual. Lack of control of the temperature of a workplace (e.g. in an open plan office) can lead to job dissatisfaction and increased incidence of stress and long term sickness absence.

• **Working space** – Work rooms should have enough free space to allow people to move about with ease.
• **Noise** – When assessing a task, employers should also consider whether noise might interfere with safety-critical communications. In addition, exposure to high levels of noise can increase individual experience of stress, as may even relatively low noise levels if significantly above background/ambient and if experienced over long periods.
• **Vibration** – Whole body vibration (such as experienced in vehicle cabs) can contribute to lower back pain and fatigue. Some frequencies of vibration can have a negative effect on visual performance. Relatively uncommon effects of low frequency vibration (infrasound) can include throbbing in the head (7Hz) and temporary depressed psychological states.
Stress at Work

Stress is much in the news at present but it isn’t a new problem. Pressure is part and parcel of all work and helps to keep us motivated. But excessive pressure can lead to stress which undermines performance, is costly to employers and can make people ill.

The HSE estimates that 13.5 million working days were lost to stress, depression and anxiety in 2007/08. Each new case of stress leads to an average of 31 days off work. Work-related stress costs society about £3.7 billion every year.
If organisations can reduce stress they can reduce these costs, and effective management is the best way of doing this. Recent research links effective people management to good performance and productivity.

The need to tackle stress is also recognised in law. Under the health and Safety at Work etc. Act 1974 and the Management of health and Safety at Work Regulations 1999, employers are obliged to undertake a risk assessment for health hazards at work – including stress – and to take action to control that risk.
However, for many people ‘stress’ still represents something of an unknown quantity. HSE has addressed this problem by developing Management Standards to help employers measure their performance in managing the key causes of stress at work and identify areas for improvement.

The Standards look at the demands made on employees; the level of control employees have over their work;

The support employees receive from managers and colleagues; the clarity of an employee’s role within the organisation; the nature of relationships at work; and the way that change is managed.
The Standards are based on extensive research. During their development, HSE has consulted widely with employers, employees, trade unions and other interested organisations. HSE is not trying to take the ‘buzz’ out of work or set impossible targets. The Management Standards approach is about helping and encouraging organisations to continuously improve the way they tackle work-related stress.

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Questions and closing comments
Networking