

For help and advice about complying with the Health and Safety Executive's Display Screen Regulations log-on to www.screensmart.co.uk

The ScreenSmart website offers a range of free tools designed to make compliance easy.

Resources include:

- employers' handbook
- compliance checklists
- action plan templates
- an animated guide to setting up a workstation
- advice and information about the health risks associated with prolonged and uncontrolled use of a computer screen or other display screen device.
- poster

Contact your local optometrist for advice on low-cost corporate eye care services.

Practice stamp here

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DSE legislation



ET 121



your legal responsibilities

Under Health and Safety Display Screen Equipment (DSE) Regulations all employers are legally required to provide employees who regularly* use a computer (or other display screen equipment) in their day-to-day work with the following...

- workstation reviews to assess and reduce any risk to eye health
- workstations that meet minimum ergonomic requirements
- clear and accessible guidance on display screen regulations and how you, as an employer, comply with them
- work routines that allow adequate breaks from intensive screen work – if it is not possible for a user to mix other tasks with intensive screen work they should be given specific rest breaks
- sight tests on request, and, a basic pair of spectacles, if required solely for working at a screen
- health and safety training

** The law does not quantify 'habitual'. However, if an employee continuously uses a computer or other display screen equipment for an hour or more on most workdays then they should be covered by the regulations.*

The regulations apply to all full and part time employees, as well as, home workers, self-employed contractors and agency staff.

Fig.1 below illustrates how the regulations apply according to individual employee status.

Be ScreenSmart	Direct employee	Agency temp or similar	Self-employed contractor
work station assessment	✓	✓	✓
workstation to meet minimum ergonomic requirements	✓	✓	✓
provide DSE advice and information	✓	✓	✓
plan daily work routine and provide adequate breaks	✓	✓	✗
pay for a sight test on request and a pair of basic spectacles if required solely for screen use	✓	✗	✗
provide health and safety training	✓	✗	✗

fig.1 employer responsibility by employee status

The penalties for failing to comply with this legislation include improvement notices, prohibition orders, fines and even criminal prosecution.