

[Organization logo]

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STANDARD OPERATING PROCEDURE FOR DISPLAY SCREENS AND POSTURE HAZARDS

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1. Purpose, scope and users

The purpose of this document is to define measures of protection from identified posture hazards and display screens in the office environment.

This document applies to all work activities in [organization name] where workers regularly use DSE (Display Screen Equipment) as a significant part of their normal work (daily, for continuous periods of an hour or more). These workers are known as DSE users within the office environment.

Users of this document are all employees of [organization name] in work places with identified hazards.

2. Reference documents

- ISO 45001:2018 standard, clause 8.1
- OH&S Manual
- OH&S Policy
- OH&S Objectives
- Procedure for Addressing Risks and Opportunities and OH&S Hazards
- Procedure for Operational Control
- Procedures for Preparedness and Emergency Response
- List of Legal and Other Requirements

3. Display Screens Equipment Hazard Identification

DSEs are devices or equipment that have an alphanumeric or graphic display screen and include display screens, laptops, touch screens, and other similar devices.

3.1. Analyzing workplaces and risk assessment

Some workers may experience fatigue, eye strain, upper limb problems, and backache from overuse

Risk assessment is performed according to the Procedure for Risk Assessment and Hazard Identification.

3.2. Consulting with employees on DSE

[organization name]

Workplaces where employees are involved in making decisions about health and safety are safer and healthier. [45A4] must consult with employees in order to effectively manage the potential health problems associated with DSE in a practical way by:

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- helping spot the risks;
- taking care health and safety controls are working;
- increasing the level of commitment to working in a healthy way.

[Job title] must consult all employees, in good time, on health and safety matters.

Consultation involves employers not only giving information to employees, but also listening to them and taking account of what they say before making health and safety decisions. Feedback from employees on the matter of safety is recorded by job title in the Employee Feedback Report.

4. Safety at work controls against DSE hazards

[Job title] must perform the following activities:

- make sure controls are in place;
- provide information and training;
- provide and encourage use of reports and special approvals if needed.

[Job title] must ensure that the following controls are enforced in work places with DSE hazards:

4.1. Getting comfortable

The DSE users must apply the following rules:

- Forearms should be approximately horizontal and the user's eyes should be the same height as the top of the screen.
- Make sure there is enough work space to accommodate all documents or other equipment in document holder, two trays, small additional work and log movements.
- Arrange the desk and screen to avoid glare, or bright reflections. This is often caused if the screen is not directly facing window or bright light.
- Adjust curtains or blinds to prevent excessive light.
- Make sure there is space under the desk to rest legs.
- Avoid leaning pressure from the edge of seats on the backs of legs and knees.
- A footrest may be helpful, particularly for smaller users.

4.2. Well-designed workstations

Each workstation must ensure that the user work station complies with the following rules:

4.2.1. Keyboards and keying in (typing)

- A space in front of the keyboard can help you rest your hands and wrists when not keying.

- Try to keep wrists straight when keying.
- Use keyboard shortcuts to support - you can do this by keeping your hands on the keys and not moving the fingers.

4.2.2. Using a mouse

- Position the mouse within easy reach, so it can be used with a straight wrist.
- Sit upright and close to the desk to reduce working with the mouse arm stretched.
- Move the mouse out of the way if it is not being used.
- Support the forearm on the desk, and don't grip the mouse too tightly.
- Rest fingers lightly on the buttons and do not press them hard.

4.2.3. Reading the screen

- Make sure individual characters on the screen are sharp, in focus, and don't flicker or move. If they do, the DSE may need servicing or adjustment.
- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- When sitting up, adjust the screen so that it is high enough to read easily on the screen when sitting in a normal, comfortable working position.
- When sitting flat out on the floor, adjust the screen so it is at eye level or slightly below.

4.3. Changes in activity

Breaking up long hours of DSE work helps prevent fatigue, eye strain, upper limb problems, and headaches. Job title must ensure that the following rules are applied by DSE users:

[Job title] must ensure that the following rules are applied by DSE users:

- Stretch and change position.
- Look into the distance from time to time, and blink often.
- Change activity before you get tired, when that means to stand.
- Don't frequent meals and take the time to eat.

4.4. Portable computers

The controls mentioned above will also reduce the DSE risks associated with portable computers. When portable systems are not used for long periods during the day, they are excluded from the scope of this standard, as well as for the jobs that use such devices intermittently and to support the main work.

Job title must perform the following in order to reduce manual handling, fatigue, and posture problems:

[organization name]

- Consider potential risks from manual handling if users have to carry heavy equipment and papers.
- Whenever possible, users should be encouraged to use a docking station or firm surface and a full-sized keyboard and mouse.
- The height and position of the portable screen should be adjusted so that the user is sitting comfortably and able to see the screen without leaning forward or straining to look at the screen height.
- When changes in activity may be needed if the user cannot reduce the risk of prolonged use and adjustment continues to suitable levels.
- The degree and intensity of use may vary. The employer will provide such equipment will try to ensure this and take steps to reduce related risks.

4.5. DSE user training

[Job title] must provide information, instruction, and health and safety training to users to help them identify risks and take control actions. When training users, job title must include training:

- the risks from DSE work and the controls you have put in place;
- how to adjust furniture;
- how to recognize the symptoms of work-related or frequently reported musculoskeletal disorders;
- how to clear the screen and break;
- when to contact the help and to report problems or symptoms;

[Job title] has to retrain users if there are significant changes to workstations.