



## **USING VISUAL DISPLAY EQUIPMENT AT ELHAP**

### **GENERAL**

It is the policy of ELHAP to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

ELHAP will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work. All workstations must meet the requirements set out in the Schedule to the Regulations.

### **NATURE AND ORGANISATION OF WORK**

Appropriate seating must be available to all users.

Staff will take regular breaks (at least 10 minutes away for every hour at the screen). Short frequent breaks are more satisfactory than occasional longer breaks.

### **EQUIPMENT**

Resources will be sought by ELHAP to:-

- a) provide VDUs with a detachable and adjustable screen, i.e. in height, swivel etc, to allow for the individual preference of the operator.
- b) provide computer cleaning supplies.
- c) provide a wrist and foot rest sat each workstation
- d) an anti-static mat at each workstation.
- e) provide keyboards which are separate from screens.
- f) provide anti glare screens, where direct light cannot be prevented from falling on the screen.
- g) provide adequate workstation space.

### **MAINTENANCE**

The ELHAP Administration Team will hold copies of manufacturers' detailed instructions on the maintenance of machinery, and will ensure that maintenance contracts are adhered to and, where appropriate, renewed.

### **EYE AND EYESIGHT TESTS**

Staff who regularly use VDE's are entitled to have eyesight tests paid for by ELHAP.

Where a member of staff is experiencing eyesight problems attributable to their work with VDUs she/he will be entitled to have an eyesight test paid for by ELHAP.

Where a test shows that as a result of work with ELHAP VDUs a member of staff needs to purchase special corrective appliances (usually glasses) ELHAP will pay for these. This excludes those normally used for purposes other than work with VDUs.

### **WRULDS/RSI**

Work Related Upper Limb Disorders (also known as Repetitive Strain Injury) are often associated with keyboard work. It is the intention of ELHAP, by following best advice to provide VDU/keyboard equipment and furniture which help prevent the development of these musculoskeletal disorders. Staff however should contribute to their own safety and welfare by:

- avoiding sitting in the same position for long periods
- adjusting equipment and furniture to appropriate/comfortable positions
- taking a rest break from VDU work (at least 10 minutes away every hour) by doing some other work.