

## **DISPLAY SCREEN EQUIPMENT (DSE) WORKSTATION ASSESSMENT PROCEDURE FOR OFFICE-BASED EMPLOYEES (AUGUST 21)**

The procedure to be followed by managers in respect of Display Screen Equipment (DSE) workstation assessments for office-based employees is as follows:

- The initial basic assessment of any individual's DSE workstation is to be carried out by that individual's line manager.  
Advice and guidance on undertaking such an assessment is provided in the Council's *Health and Safety Policy HS11 – Display Screen Equipment*. Further advice and guidance is given in the Council's document *Setting up Your Workstation and Using Portable Devices*. (Both these documents are accessible on the *RCT Source* or available from the Corporate Health and Safety Team.)  
The advice and guidance given in *Policy HS11*, together with the forms and checklists it also contains, as well as the advice and guidance given in *Setting up Your Workstation and Using Portable Devices*, should be sufficient to enable line managers to undertake a basic DSE workstation assessment;
- Should any problems be identified in the assessment, appropriate corrective action should be taken to address those problems;
- In most instances, this basic assessment by the individual's line manager, followed by any corrective action identified as necessary, will be sufficient and no further action will be necessary, other than to review the assessment should there be any changes to the individual's DSE workstation/workload/duties or to the individual's health that could be related to or exacerbated by DSE use, for example pain in the back, neck, shoulders or wrists;
- If during an assessment by the line manager it is discovered that an individual is suffering from a health complaint that could be related to or exacerbated by DSE use, then if there is any obvious problem with the individual's workstation/environment/posture it should be addressed immediately, and the individual monitored to see if there is any improvement in that health complaint;
- Should there be no obvious problem, or should the individual's health complaint not improve after any obvious problem has been addressed, then the individual should be referred to the Council's Occupational Health and Wellbeing Unit (OHWU) for assessment of their health complaint. If the OHWU then determines that a more detailed/specialised 'ergonomic' workstation assessment is necessary, then the line manager will need to arrange for an external specialist to be employed to undertake the assessment;
- Copies of completed assessments should be forwarded to Human Resources in Ty Elai for placing on the individual's personal file.

Employees working from home should refer to the Council's document *Guidance on Working from Home with Display Screen Equipment (DSE)* (this document is also accessible on the *RCT Source* or available from the Corporate Health and Safety Team).