Safety Toolkit and Short Guide to General Application Regulations 2007
Display Screen Equipment Section

Display Screen Equipment
Safety Toolkit

The objective of the Toolkit is to provide guidance on the prevention of accidents or ill health at work and to provide a practical tool towards a safer workplace. It covers requirements of the Safety, Health and Welfare at Work (General Application) Regulations, 2007 as amended and is aimed specifically at small and micro businesses. It is not intended as a legal interpretation of the legislation. Legal advice should be sought where required.

Checklists provided are non-exhaustive and in no particular order.

How do I use the Toolkit?

The Toolkit is intended to assist you to monitor and improve standards of safety, health and welfare. It will assist you towards complying with the law.
1. Use the checklists to monitor how you’re doing.
2. Make any required improvements.
3. If necessary, investigate further to find out what you need to do and set a timescale for achieving it.
4. Use the Action Date column to show when action taken.

Checklists provided are non-exhaustive and in no particular order.

At the end of each point in the check list reference is made to the corresponding part of the Regulations, for example (r51) indicates Regulation 51.

Where can I get further advice?

The Health and Safety Authority’s website www.hsa.ie contains a large amount of additional information. Most of the information on the website can be accessed free-of-charge.
The website has detailed guides on each section of these Regulations. Each guide contains advice on where to find further information.

The Health and Safety Authority’s Workplace Contact Unit (WCU) is a helpdesk resource for employers, employees and the public. You can contact the WCU through:

▲ Local: 1890 289 389 (Monday to Friday, 9am to 5pm)
▲ Fax: 01 614 7125
▲ Email: wcu@hsa.ie
▲ Write to: Workplace Contact Unit, Health and Safety Authority, Metropolitan Building, James Joyce Street, Dublin 1
What does this section deal with?

This section deals with display screen equipment and associated workstations including work chairs, work desks and associated work equipment. Employers are required to evaluate workstations. Appropriate steps must be taken to control risks identified. A competent person with the necessary skills, training and experience must complete this analysis.

It is not sufficient to allow employees use a software package to assess their workstations. The results of the workstation analysis must be shared and a written record kept of the analysis. Any changes to meet the requirements for equipment, environment and employee/computer interface must be recorded.

Does this section apply to all display screen equipment and users?

The provisions only relate to employees who habitually use display screen equipment (VDUs) as a significant part of their normal work.

This section does not apply to
▲ cabs for vehicles or machinery
▲ computer systems on a means of transport
▲ systems mainly for public use
▲ portable equipment not in prolonged use
▲ calculators, cash registers and equipment with small data or measurement display, and
▲ typewriters with a window

Some Important Points
▲ Employees are entitled to have their workstation assessed
▲ Employees must be trained and given information
▲ Employees must have periodic breaks or changes of routine, away from VDUs
▲ Employees must be informed that they are entitled to eye and eyesight test
▲ Employees are entitled to eye and eyesight test before working with VDUs and at regular intervals
▲ Employees must be provided at no cost with spectacles required exclusively for display screen
▲ It is not sufficient to allow employees use a software package to assess their workstations
Display Screen Equipment Checklist

Interpretation
“display screen equipment”, “employee” and “workstation” defined
“employee” means an employee who uses display screen equipment as a significant part of normal work
“workstation” includes chair and desk, accessories and immediate environment (r70)

Is the equipment
▲ in a cab for vehicles or machinery (r71)
▲ computer systems on a means of transport (r71)
▲ systems mainly for public use (r71)
▲ portable equipment not in prolonged use (r71)
▲ calculators, cash registers and equipment with small data or measurement display (r71) and
▲ “typewriters with window” (r71)

If YES to any above, do not proceed because this part does not apply

Requirement
General use of the equipment is not a risk (r72)
Analyse workstation, particularly as regards eyesight, physical problems and stress (r72)
On evaluation, have measures been taken to remedy risks, taking account of minimum requirements in Schedule 4, and additional or combined effects (r72)
### Schedule 4 Minimum Requirements for All Display Screen Equipment

**Equipment**

**Display screen**
- Screen characters well defined and clearly formed, of adequate size with adequate spacing *(s4)*
- Screen image stable, with no flickering *(s4)*
- Brightness or contrast easily adjustable *(s4)*
- Screen free of reflective glare and reflections *(s4)*
- Screen able to swivel and tilt *(s4)*
- Separate base or adjustable table *(s4)*

**Keyboard**
- Keyboard with matt surface to avoid reflective glare *(s4)*
- Arrangement of keyboard and characteristics of keys to facilitate use *(s4)*
- Symbols on keys adequately contrasted and legible *(s4)*
- Keyboard tiltable and separate from screen *(s4)*
- Space in front of keyboard sufficient to support hands and arms *(s4)*

**Desk or surface**
- Desk or work surface sufficiently large, low-reflectance surface *(s4)*
- Document holder stable and adjustable and positioned to minimise uncomfortable head and eye movement *(s4)*
### Chair

- Stable and easy freedom of movement and comfortable position *(s4)*
- Seat adjustable in height *(s4)*
- Seat back adjustable in both height and tilt *(s4)*
- Footrest available to user who requires one *(s4)*

### Environment

- Dimensioned and designed to provide sufficient space to change position and vary movements *(s4)*
- Satisfactory lighting and appropriate contrast *(s4)*
- Glare and reflections prevented *(s4)*
- Sources of light cause no direct glare or reflections on the screen *(s4)*
- Windows fitted with suitable adjustable covering to attenuate daylight *(s4)*
- All radiation reduced to negligible levels *(s4)*
- Noise taken into account, in particular so as not to distract attention or disturb speech *(s4)*
- Equipment shall not produce excess heat *(s4)*
- Is an adequate level of humidity maintained *(s4)*

### Employee/Computer Interface

- Software suitable for task *(s4)*
- Software easy to use and adaptable to employee’s knowledge or experience *(s4)*
### Requirement

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Action Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>No quantitative or qualitative checking without the knowledge of employees (s4)</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td></td>
</tr>
<tr>
<td>Systems provide feedback to employees on their performance (s4)</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td></td>
</tr>
<tr>
<td>Display information in a format and at a pace adapted to employees (s4)</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td></td>
</tr>
<tr>
<td>Principles of software ergonomics applied, in particular to human data processing (s4)</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td></td>
</tr>
</tbody>
</table>

**Requirement**

| Plan activities that daily work is periodically interrupted by breaks or changes of activity (r72) | O | O | O |             |
| Provide information to employees on measures implemented (r72)                | O | O | O |             |
| Provide training before commencing work and when workstation substantially modified (r72) | O | O | O |             |
| Perform analysis where employee transfers to a new workstation, or significant new equipment or technology (r72) | O | O | O |             |
| Taking into account State entitlement, ensure appropriate eye test available to every employee | ▲ | O | O |             |
| ▲ before work (r73)                                                         | O | O | O |             |
| ▲ at regular intervals thereafter (r73) and                                 | O | O | O |             |
| ▲ if employee experiences visual difficulties (r73)                           | O | O | O |             |
| If test shows that it is necessary, ophthalmologic examination carried out (r73) | O | O | O |             |
| If test shows that it is necessary special corrective appliances provided (r73) | O | O | O |             |

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If you need further assistance, please consult the HSA’s guidance documents available at their website, www.hsa.ie.