

Display Screen Equipment Policy

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Display Screen Equipment Policy

Version Control Sheet

Version	Changes: i.e. Whole Revision / section / Paragraph / Appendix	Reason for change i.e. National Guidance	Summary of Amendments	Date Ratified	Amended by
1	Whole Document		July 2016		Linda Hill Optum CSS
2					
3					
4					
5					
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Display Screen Equipment Policy

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Display Screen Equipment Policy

Policy Statement

Background	The Health and Safety (Display Screen Equipment) Regulations 1992 came into force on 1 January 1993 and has been amended by the Health and Safety (Miscellaneous Amendments) regulations 2002. The regulations implement the European Directive, which specifies minimum safety and health requirements for work with display screen equipment (DSE).
Statement	This policy has been developed to: <ul style="list-style-type: none">• Ensure that managers recognise their responsibilities to safeguard the health and safety of recognised DSE users• Ensure that adequate training and briefing on the Health and Safety (Display Screen Equipment) Regulations 1992 as amended 2002 is given to all applicable staff.• Ensure that all relevant staff assess and control risks arising from the use of DSE equipment in the South Lincolnshire Clinical Commission Group (SLCCG)
Responsibilities	The Chief Nurse has overall responsibility for Health and Safety. It is the responsibility of line managers to ensure that their staff are compliant with Health and Safety
Training	Training for all staff will be accessed via the SLCCG e-learning package as part of mandatory training.
Dissemination	The policy will be made available to all staff via the policies section of the South Lincolnshire CCG website/shared drive. Staff will be informed of the publication of the policy by email, via which staff will also be reminded to destroy or delete any copies they have printed or saved.
Resource implication and Value for Money	Occasional need to purchase new equipment as a result of a DSE Assessment being carried out.

South Lincolnshire Clinical Commissioning Group Display Screen Equipment Policy

1. Introduction

- 1.1 The Health and safety (Display Screen Equipment) Regulations 1992 came into force on 1 January 1993 and has been amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. The regulations implement the European Directive, which specifies minimum safety and health requirements for work with display screen equipment (DSE).
- 1.2 The organisation recognises that its duties to employees using display screen equipment are also covered in the Health and Safety at Work etc. Act 1974 and further regulations which include:
 - Management of Health and Safety at work Regulations 1999
 - Workplace (Health, Safety and Welfare) Regulations 1992
 - The Provision and Use of Work Equipment Regulations 1992
- 1.3 The organisations policy aims to assist all staff in preventing health problems such as musculoskeletal disorders (MSD), fatigue and stress, psychosocial issues by encouraging good ergonomic design of equipment, furniture, the working environment and the job.

2. Objectives

- 2.1 SLCCG will take all reasonable steps to ensure the health and safety of employees who work with display screen equipment (DSE).
- 2.2 To ensure that managers recognise their responsibility to safeguard the health and safety of “users” of DSE as delegated to them by the organisation.
- 2.3 To ensure that adequate training and briefing on the Health and Safety (Display Screen Equipment) Regulations 1992 as amended 2002 is given to all applicable staff
- 2.4 To ensure senior staff, e.g. senior managers, heads of department, designated competent persons or equivalent persons, assess and control risks arising from the use of display screen equipment in the organisation.

3. Definitions

- 3.1 Workstation
 - The screen itself (any computer or terminal screen) but not window typewriters, cash registers or calculators
 - Any optical accessories to the display screen equipment
 - Any disk drive, telephone, modem, printer, scanner, work chair, work desk, work surface, document holder, footrest or other peripheral to the display screen
 - The immediate work environment around the display screen equipment

3.2 Display Screen User

3.2.1 It will be appropriate to classify the person concerned as a “user” if they normally use display screen equipment for continuous or near-continuous spells of an hour or more at a time and use it this way more or less daily and then fulfil a significant number of criteria listed below:

- The individual depends on the use of DSE to do the job, as alternative means are not readily available for achieving the same results.
- The individual has no discretion as to the use or non-use of the DSE to do the job
- The individual needs significant training and / or particular skills in the use of DSE to do the job
- Fast transfer of information between the user and screen is an important requirement of the job
- The performance requirements of the system demand high levels of attention and concentration by the user, for example where the consequences of error may be critical.

3.2.3 The decision on whether the person concerned is a “user” must be made by the relevant line manager

3.3 Rest Breaks

- Users of DSE must take adequate breaks away from the screen. The rest breaks should be 5 minutes every 30 minutes or 10 minutes every hour.
- Breaks away can be replaced by other duties such as filing, using the photocopier, making telephone calls or dealing with visitors.
- The purpose of the break is to prevent onset of fatigue and therefore it is expected that users will take advantage of changes of activity if at all possible.

4.0 Training and Information

4.1 Users should be provided with health and safety training and information related to working with DSE. This should include the recognition of hazards and risks and what actions can be taken to reduce these.

4.2 Any training given to users must be recorded and maintained by managers.

4.3 Information on seating and posture, office environment and keyboard techniques can be found in Appendix A.

5.0 Assessment

5.1 All members of staff who use display screen equipment whether classed as official “user” or not, must have a workplace assessment completed initially within the first month of their employment. On completion of Appendix B Display Screen Equipment

Risk Assessment, this will be reviewed by the users line manager and as required further information and guidance should be sought from an Occupational Health Advisor.

- 5.2 Assessments must be recorded and records maintained by users manager.
- 5.3 Assessment should be reviewed if there is a major change to software or hardware. A major change to the workstation, a change to the user's task requirements, or the workstation is re-sited.

6.0 Eye and Eyesight Tests

- 6.1 A user of DSE is entitled to a free eyesight test (For DSE use) before they commence work as a user and at further intervals as recommended by an optometrist. The user can also have further tests carried out if they experience difficulties.
- 6.2 The manager should offer staff classed as users the opportunity for a vision screening test with the users own optometrist with the standard referral letter (appendix C).
- 6.3 The Maximum amount reimbursed by SLCCG for the test will be £25. The member of staff will be required to return the standard referral letter (suitably completed by the optician) to the manager for reimbursement to be possible.
- 6.4 If corrective lenses are found to be necessary for the use of DSE only, then SLCCG will contribute to a maximum of £45 for the purchase. This can be used to obtain a standard frame and lenses, or be put towards a more expensive model.
- 6.5 Reimbursement to users will be paid into the employee's wages by payroll. (Following completion of the necessary claim) This will not incur any tax deductions.

7.0 Work with Portable DSE

- 7.1 Users, who use portable computers for lengthy or repeated use in the same location, require the same risk assessment, training and information in safe use of DSE. They also need to report any issues or health problems to their manager as soon as possible.
- 7.2 As well as the risks common to both portables and desk top DSE work, the following additional risks may be associated specifically with portable DSE work and need to be taken into account by users and their managers:
 - Manual handling risk when moving between locations, bearing in mind other equipment and bags may add to the load for the staff member
 - Risk of theft and possibly involving an assault.
- 7.3 Users should ensure that when they use portable computers for lengthy and repeated use in the same location that they use either a docking station or suitable

stand that is adjustable to prevent health risks, a separate mouse, tracker ball or other pointing device should also be used.

- 7.4 The weight of the portable computer should ideally be below 3 kg and keep accessories as few and as light as possible.
- 7.5 It is advisable to consider a backpack bag for the laptop to cut down strain on arms and distribute loads evenly across the body (or wheeled luggage might be worth considering)
- 7.6 All users should take sensible precautions such as not leaving or using a portable computer in a parked car, and taking extra care in public places. It should be stored safely and out of view when in the car.

8.0 Home Workstations

- 8.1 Workstations used on a regular basis at home for work business must be assessed, irrespective of who provided the workstation. An initial assessment by the user themselves with reference to the Lone Worker Policy.
- 8.2 Where concerns have been raised, a more detailed assessment will need to be completed by the trained local risk assessors. Where an assessor identifies a home workstation which needs changing, costs may be payable by the organisation at the managers discretion. However, if the manager does not agree to pay for alterations the user will be instructed not to use their home workstations for work.

9.0 Radiation

Employees using display screens are not at risk from radiation. Scientific research has concluded that such concerns are unjustified. No adverse ill-effects have been found to arise from display screen equipment. Thus there is no reason for a person who is pregnant or is seeking to become pregnant to avoid working with such equipment. However, an employee who is anxious that they might be at risk should speak with their manager and / or Occupational Health and ensure that an appropriate risk assessment is completed in line with the existing policy relating to maternity.

10.0 Monitoring

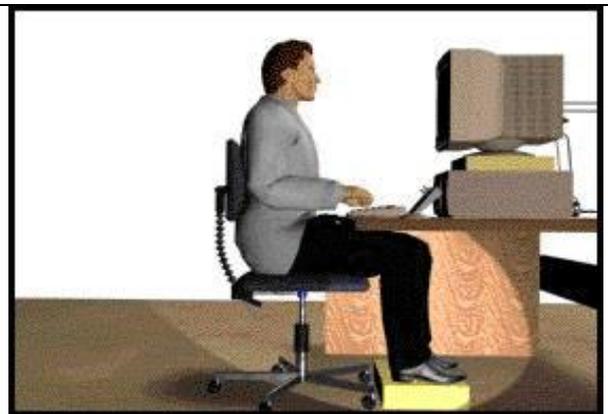
The monitoring of this policy will be undertaken by SLCCG Risk & Governance Committee.

Setting up your Workstation Display Screen Equipment Self-Assessment Guidelines

Setting up your workstation correctly is vital to ensuring you reduce the risk of pain and ill health that can be associated with Display Screen Equipment (DSE) use. It is the responsibility of all DSE users within Lincolnshire East CCG to ensure they have followed the DSE policy, set up their workstation and completed a DSE self-assessment. By following the steps below, you should alter the layout of your workstation to ensure you are working safely. Remember, if items are bulky or heavy you should not attempt to move them on your own. The correct set up of your workstation may not feel right at first but it will encourage correct posture and safe working practices.

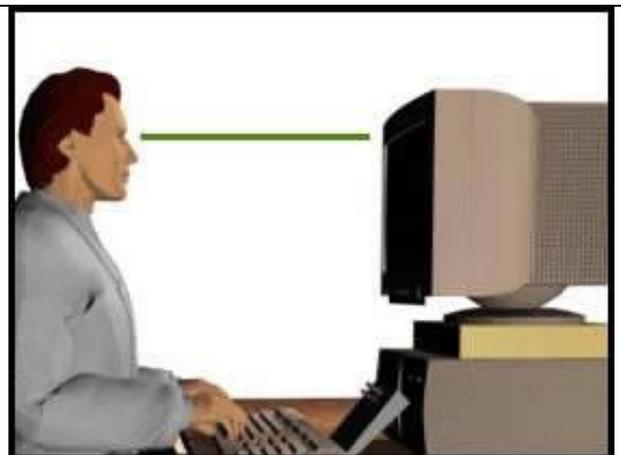
The Chair

- Adjust the height of your chair so that when you put your fingers on the middle row of the keyboard your hands and forearms remain horizontal.
- Your elbow joint should be at 90 degrees.
- There should be no angle at the wrist
- This may mean your feet are dangling (don't worry, we will alter this next)
- Your knees must also be at about 90 degree angle
- You may require a foot rest in order to ensure that there is no pressure on the bottom of your thigh



The monitor

- Adjust the height of the monitor to ensure that you are looking horizontally at it.
 - Your eyes should be level with the top of the screen
 - You can adjust the height of your monitor by using a support. Please ensure that this is safe
 - The same should be applied to all screen types (flat screen and normal monitors)
 - If you are using a laptop at your base desk, a support should always be used.
 - Ensure your monitor screen is clean
 - Check the distance of your eye to the monitor. We recommend that your eye should be between 450mm and 650mm from the screen, whichever distance is most comfortable
- If these distances are not comfortable. Consider refer to the eye and eyesight test section of the DSE Policy
- Also consider the screen quality or settings
 - Tilt monitor between 5-15% off the vertical line



Your Backrest

- Adjust the angle of your back rest and / or your bottom cushion to ensure that your back is supported in your work position
- If you cannot sit back and upright without your knees touching the front of the seat you may need to change your chair to one with a shorter seat.
- Adjust the back rest support so that it supports the small of your back
- If the back rest does not fit into the small of your back, you may benefit from a back support



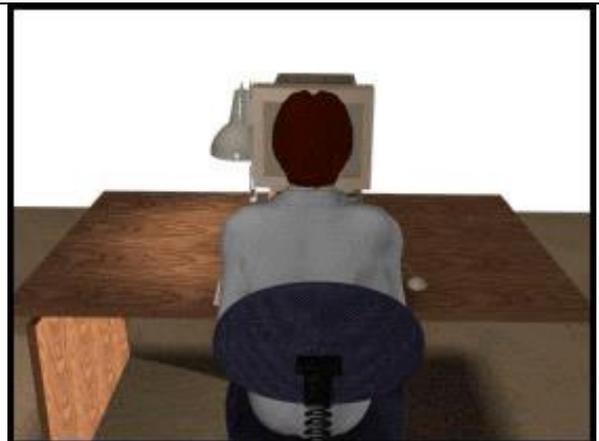
Arm rests

- South Lincolnshire CCG does not encourage buying chairs with arm rests as they can cause upper limb disorders
- If you cannot get close enough to your desk because of the arm rests you may have to have them removed
- Your elbows should be vertically under your shoulders



The Desk

- ensure that you are sat directly in front of the monitor and keyboard
- sit close to your desk, allowing for your wrists to be supported by the desk
- never put anything between the keyboard and you
- if you often have to refer to documents whilst typing, you may benefit from a document holder
- this should be placed at the same height and distance from your monitor
- Do not let cable trail from the desk
- Do not use extension leads
- Never use pieces of equipment you have brought in from home



The mouse

- The mouse needs to be positioned as close to you as possible
- Aim to work with the mouse with your elbow vertically under your shoulder and right by your side
- Always have your mouse on the mouse mat
- Position any additional equipment e.g. phones, paper trays and notes in an accessible place to avoid twisting and overstretching
- If you are using a Laptop at your base desk, a separate mouse should always be used

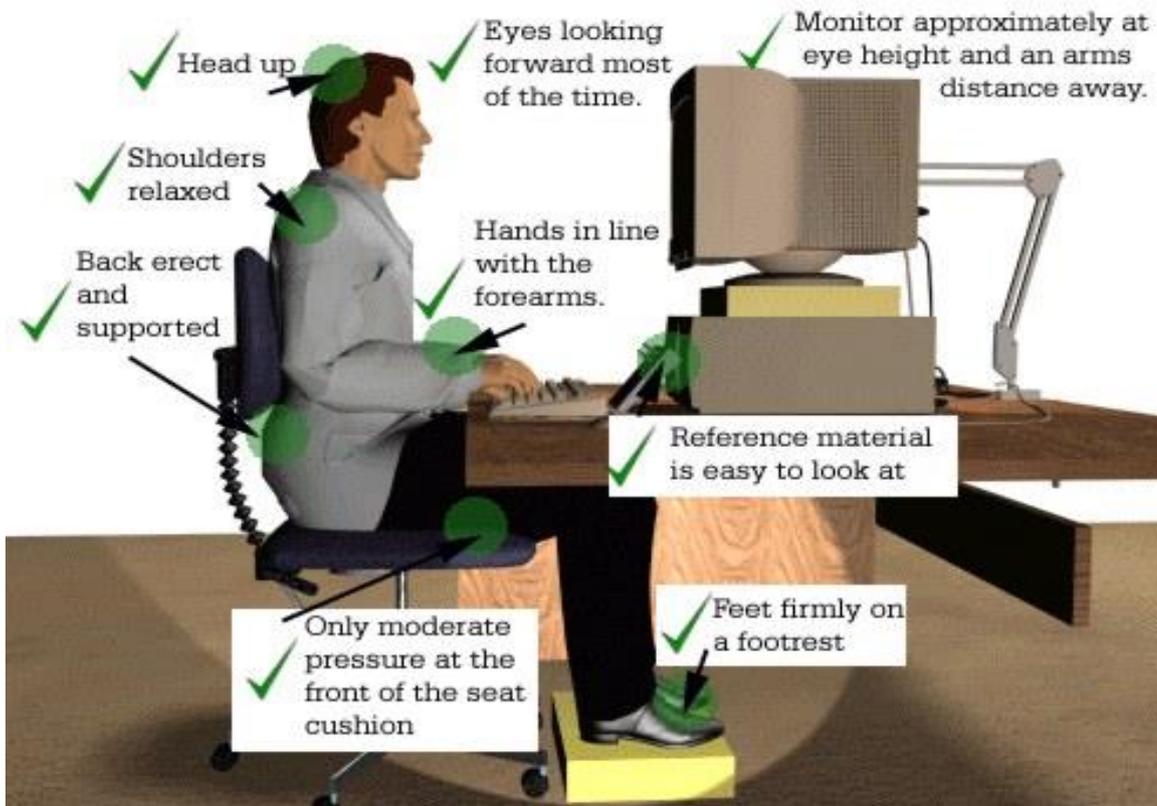


The environment

- Temperature and humidity should be adjusted to ensure you are comfortable
- If you suffer from dry eyes you should report this to your manager
- Eliminate glare or reflections on your screen, close blinds or move workstation so that it is at right angles with the window
- Turn off over head lights if not needed (If colleagues all agree)



Do's and Don'ts of workstation set up



Display Screen Equipment Risk Assessment

Appendix B

Date of assessment		Review Date	
Name of DSE User		Location	
Working hours per week		Brief summary of duties	
Work Pattern			

Risk Factors	Yes	No	Guidance	Actions Required
1 Your Display Screen:				
1.1			Make sure the screen is clean and cleaning materials are made available. Check the text and background colours work well together. Change if necessary	
1.2			Software settings may need adjusting to change text size	
1.3			Try using different screen colours to reduce flicker e.g. darker background and lighter text If problems still persist, request and IT department review / check	
1.4			For example, intensive graphic work or work requiring fine attention to small details may require a larger display screen. Try changing the document magnification.	
1.5			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
1.6			Swivel and tilt do not need to be built in; you can add a swivel and tilt mechanism. However, you may need to replace the screen if: <ul style="list-style-type: none"> Swivel / tilt is unsatisfactory for the task required The user has problems maintaining the screen in a comfortable position. 	
1.7			Use a mirror placed in front of the screen to check where reflections are coming from, you might need to move the screen or even the desk and / or shield the screen from the source of reflections. Please note screens that use dark characters on a light	

				background are less prone to glare and reflections.	
	Risk Factors	Yes	No	Guidance	Actions Required
1.8	Your Keyboard			The top of the display screen should be at or just below the user's eye level. There should be adequate space to allow between 350mm and 700mm adjustment between the user's head and screen.	
2					
2.1	Is the keyboard separate from the screen?			This is a requirement, unless the tasks makes it impracticable (e.g. where there is a need to use a portable laptop)	
2.2	Does the keyboard tilt?			Tilt need not be built in.	
2.3	Is it possible to find a comfortable keying position? Is there sufficient space to rest hands in front of the keyboard in between bouts of typing?			Try pushing the display screen further back to create more room for the keyboard, hands and wrists. Users of tick, raised keyboards may need a wrist rest. Maintain your wrists in a "neutral" position.	
2.4	Does the user have good keyboard technique?			Training can be used to prevent: <ul style="list-style-type: none"> • Hands bending up at wrist • Hitting the keys to hard • Overstretching the fingers 	
2.5	Are the characters on the keys easily readable?			Keyboards should be kept clean. If characters still cannot be read, modify or replace. Use a keyboard with a matt finish to reduce glare.	
3	Your Mouse, Trackball etc.				
3.1	Is the device suitable for the tasks it is being used for?			If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks and available in a variety of shapes and	

				sizes.	
	Risk Factors	Yes	No	Guidance	Actions Required
3.2	Is the device positioned close to the user?			Most devices are best placed as close as possible, e.g. right beside the keyboard. <ul style="list-style-type: none"> • Prevent the arms from overstretching • Do not leave your hand on the device when it is not being used • Encourage a relaxed arm and straight “neutral” wrist 	
3.3	Is the user’s upper arm held in line with their body and the forearm, wrist and hand in a straight line?			Support can be gained from the arm of a chair. Take care to avoid leaning on the desk as this will put pressure on the wrist. A separate supporting device may help. The user should be able to find a comfortable working position when using the device.	
3.4	Does the device work smoothly at a speed that suits the user?			See if cleaning is required (mouse ball and rollers) Check the work surface is suitable. A mouse mat may be required.	
3.5	Can the user easily adjust software settings for speed and accuracy of the pointer?			Users may require training on how to adjust device settings.	
4	Your Software:				
4.1	Is the software suitable for the task?			Software should help the user carry out the task effectively and be user friendly. Have user’s had appropriate training in using the software? Software should respond quickly and clearly to user input, with adequate feedback, such as clear and concise help messages.	

5 Your furniture:					
Risk Factors	Yes	No	Guidance	Actions Required	
5.1	Is the work surface larger enough for all the necessary equipment and papers etc.?			Create more room by moving printers, reference manuals etc. elsewhere. If necessary, consider providing new power and telecom sockets, so equipment can be moved safely, without causing trip hazards There should be more scope for flexible rearrangements.	
5.2	Can the user comfortably reach all the equipment and papers they need to use?			Rearrange equipment, papers etc. to bring frequently used items within easy reach. A document holder may be needed, positioned to minimise uncomfortable repetitive head and eye movements.	
5.3	Are surfaces free from glare and reflection?			Consider mats or blotters to reduce reflection and glare from desk / table top.	
5.4	Is the chair suitable? Does the chair have a working: <ul style="list-style-type: none"> • Seat back height and tilt adjustment? • Seat height adjustment? • Swivel mechanism? • Castors or glides? 			The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms. All chairs used for DSE work should have a minimum of 5 supporting feet. The height adjustment on the chair should enable the user to sit with elbows at approximately a 90 degree angle whilst working at the keyboard.	
5.5	Is the chair adjusted correctly?			The user should be able to carry out their work sitting comfortably. The arms of the chair may prevent the user getting close enough to use the equipment comfortably. Move any obstructions from under the desk.	
5.6	Is the user's lower back supported by the chairs backrest?			The user should rest against the full length of the backrest and be supported by the chair, with relaxed shoulders.	
5.7	Are arms horizontal and eyes			Adjust the chair height to achieve the user's arms in the	

	at roughly the same height as the top of the display screen?			right “neutral” position, and then adjust the display screen height, if necessary.	
5.8	Are feet flat on the floor, without too much pressure from the seat on the back of the legs?			If not, a foot rest maybe required.	
	Risk Factors	Yes	No	Guidance	Actions Required
6	Your environment:				
6.1	Is there enough room to change positions and vary movement?			Space is needed to move, stretch and fidget. Consider reorganising the office layout and check for obstructions. Cables should be tidy and not present a trip or snag hazard.	
6.2	Is the lighting suitable e.g. not too bright or too dim to work comfortably?			Users should be able to control light levels, e.g. by adjusting window blinds or light switches. Consider shading or repositioning light sources or providing local lighting e.g. desk lamps (Consider glare factor)	
6.3	Does the air feel comfortable?			Display screen and other equipment may dry the air. Circulate fresh air if possible. Plants may help.	
6.4	Is the temperature comfortable?			Consider improved ways of controlling the area’s heating and cooling mechanisms. If there are lots of electronic items / equipment within the room consider moving users away from the heat source, upgraded / additional ventilation sources may be required.	
6.5	Are levels of noise comfortable?			Consider moving sources of noise e.g. printers away from the user. If this is not possible consider soundproofing.	
6.6	Are adjustable windows			Check that blinds work. Blinds with vertical slats can be	

	coverings provided and in adequate condition?			more suitable than horizontal ones. Only consider anti-glare filters as a last resort.	
7	Your Health:				
7.1	Is the DSE user free from eyesight problems?			Eye test specifically for DSE users are recommended every two years.	
7.2	Has the DSE user requested an eye test with a Registered Ophthalmic Optician?			Eyesight tests may be requested by the DSE user, the cost of which is reimbursed by SLCCG If corrective spectacles are required as a result of the DSE eyesight test for middle distance only, this cost (up to a maximum of £45) will also be met by SLCCG (See Appendix C for eligibility / terms and conditions)	
	Risk Factors	Yes	No	Guidance	Actions Required
7.3	Can the DSE user take regular breaks away from the workstation?			Consider the work schedule and encourage variation of tasks. Ensure that the DSE user takes regular breaks away from the workstation.	
7.4	Is the user free from restricted joint movement, impaired finger or grip function or sensory loss in the neck, shoulder and upper limbs?			Ensure correct seating posture. If symptoms persist, refer the DSE user to Occupational Health etc.	
8	Additional Information:				
8.1	Has this Risk assessment covered all the problems or issues that the DSE user is / was experiencing?			Please state any additional aspects here:	
8.2	Has the DSE user experienced any discomfort or other symptoms which they attribute to working with their DSE?			Please state any additional aspects here:	

Signature of DSE User	
Signature of DSE Assessor	
Date	
Copy of Risk Assessment to DSE User	
Original Risk Assessment stored in Personnel File	
Follow up required	
If appropriate referral required for Occupational Health	
Eye test referral Requested	

Standard Referral Letter for Eye and Eyesight Test

(Applicable for only employees working with Display Screen Equipment)

Name of user:

Home address:

Payroll Number:

Job Title:

Department:

Part A (To be completed by the manager)

I confirm that the above named member of staff is classified as a user of display screen equipment, in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992, and is therefore entitled to an eye and eyesight test.

Signed: **Date:**

Print Name:

Designation:

Part B (To be completed by the user)

I confirm that I have been advised of my entitlement to an eye and eyesight test and that I have read and understood the South Lincolnshire Clinical Commissioning Groups (SLCCG) display screen equipment guidelines.

I understand that SLCCG will only be liable for the costs of an eye and eyesight test if I follow the procedure in these guidelines and the SLCCG will only be liable for the basic cost of any corrective appliances required specifically for display screen work.

I undertake to pay the costs of a sight test and the costs of special corrective appliances and to claim reimbursement (subject to the maximum amounts determined by the SLCCG) by the submission of this form (fully completed) and receipts.

I consent to the information requested overleaf being forwarded to my manager.

Signed: **Date:**

PART C

Report of full sight test (To be completed by the optician)

I am conversant with the Statement of Good practice of the British College of Optometrists and that the purpose of the eye test is to determine if this user had any defect of sight requiring correction when working specifically with display screen equipment.

Date of full sight test: **Cost of Test:**

This user Does / Does not* have a defect in sight which requires correction when working only with display screen equipment.

My additional recommendations are as follows:

I confirm that this employee requires 'specific' corrective spectacles (see below) in order to work with display screen work? **YES / NO***

If yes please specify:

Details:

Cost of basic appliance: £.....

Next sight test recommended:

Signed: **Date:**

G.O.C. Number:

*Please delete as appropriate

DISPLAY SCREEN EQUIPMENT (DSE) / VISUAL DISPLAY UNIT (VDU) EYE EXAMINATIONS

The Regulations

The Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002, require employers to assess workstation health and safety risks and to reduce those risks for employees. In undertaking the assessments and addressing the risks the work environment will often be improved.

Employer's Responsibility

The employer is responsible for the health and safety of all who work in his premises. The 1992 Regulations as amended impose on management specific responsibilities for the care of direct employees, who in the Regulations are termed "users". These duties are additional to the general duties of care required to satisfy other legislation.

All employed users of Display Screen Equipment are entitled to eye examinations paid for by their employer. The acceptance by the user of a visual screening check, whatever the result, does not remove the entitlement to a full eye examination. Vision screening, if carried out annually, may have a useful role to play in identifying "users" who need a re-examination.

The employer is also required to pay for any spectacles specifically required for VDU use. The employer does not have to pay for spectacles which were not prescribed under the employer's arrangements nor for the provision or updating of "normal" spectacles, even if these are used

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Review Date: XXXXX*

for display screen work. The employer can, when making arrangements for employees, choose a suitable range of basic frames to satisfy the requirements of the Regulations and to provide some choice to the employee.

Optometrist's Responsibility

The purpose of the examination is to increase comfort and accuracy when using a display screen and covers all aspects of workstation use. The optometrist requires some detail of the workstation design, lighting, ventilation, work routine and training. All these can affect symptoms and in undertaking an eye examination the optometrist will keep in mind the other requirements of the DSE Regulations. The user should provide workstation measurements such as the distance at which the screen is viewed, the distance of the keyboard and that of any written or printed papers used at the workstation. These should be measured in each case. Documents supplied which specify pre-printed rather than individual measurements for that workstation are not adequate. The examination will include the provisions of the "Sight Test" as defined by the Opticians Act 1989, but will be extended to take into account the needs of the individual user in relation to the DSE Regulations.

To ensure that all the requirements of the DSE Regulations are satisfied the optometrist should know, at the outset, that he/she is conducting an examination under the DSE Regulations. The employer should not try to make arrangements retrospectively. Adequate time should be allowed by the optometrist for the discussion of problems and methods of alleviating them. The extra time needed will probably be reflected in the fee charged for this work. An examination carried out without reference to DSE will probably not record sufficient detail for subsequent advice relating to DSE work. Additional charges should be expected for detailed reports. (A suitable form follows this section). Such reports cannot be given without the consent of the employee. The findings of the eye examination remain confidential even when paid for by the employer, unless the employee specifically gives permission for this information to be divulged. It is preferable for the employee to choose the examining optometrist rather than have a practitioner pre-selected by an employer. This has the advantage of permitting continuity of eye care and maintaining the confidence of the user. Such arrangements fit well into the requirements of the Display Screen Regulations. Employers should be wary of selecting an optometrist purely on the basis of the lowest fee being charged, as an examination carried out without reference to DSE will probably not record sufficient detail for subsequent advice relating to DSE work.

It needs to be emphasised that failure to meet the recommended visual standards does not constitute an automatic debarment to continue with DSE or VDU work.

VDU Spectacles

In a minority of cases "specific" spectacles are required. The employer pays for such basic appliances, but should not be expected to pay for any fashion element. It is very rare for a first correction or replacement near vision spectacle to be required solely for display screen use. In some countries "specific need" is more broadly interpreted as "a major use of the spectacles". The Health and Safety Executive, in consultation with the major optometry bodies, has taken the view that "specific" is based upon correcting the screen range with possible additional help for closer or further objects as appropriate.

In order to be appropriate for the work undertaken, it may be necessary to prescribe spectacles in multifocal form for some older users. These will normally incorporate an intermediate (screen distance) upper lens together with a reading section. Often these spectacles will be inappropriate for use other than with display screens. If the work includes visual tasks at

distances away from the workstation, trifocals or varifocals may be necessary to achieve these tasks. A tinted lens would not normally be prescribed in spectacles specifically for VDU use, unless this tint is clinically necessary and also incorporated in the person's normal spectacles. However many employers' schemes offer to pay sufficient to cover the cost of single vision lenses only, e.g. to pay for a proportion of the total cost involved. Such schemes are likely to be in breach of the Regulations and the employer cannot be absolved from the obligation to provide for more costly lenses, should the optometrist consider them a necessity. Even if the paper work is in copy-holders at screen distance, the lighting requirements for screen and paper work differ widely and may not be resolved satisfactorily with single vision lenses.

Most VDU users do not need specific spectacle correction for workstation use. The eye examination offers the opportunity to advise how the user can increase comfort. The person's own spectacles will normally cope satisfactorily with the work until the user is well into middle age. Where a younger person requires a specific correction it is not unreasonable for the employer to expect the prescribing optometrist to state the reasons.

<http://www.assoc-optometrists.org>, July 2003)

PART D

Claim for reimbursement (To be completed by the user and manager)

I claim reimbursement of the following amounts (as detailed in Part D), subject to the maximum amounts determined by the SLCCG.

Cost of Test: £

Cost of Basic Appliance: £

I attach receipt(s) as proof of payment.

Signed: **(User) Date:**

Cost Centre Account Code:

Signed: **(Manager) Date:**

Approved by (HR) Signed..... **Date**

Print name and title:

Referral for Eye Tests: Display Screen Equipment Users

