

**AGENDA ITEM 6ii**  
**REPORT NO. VAL/12/15**

**HIGHLAND AND WESTERN ISLES VALUATION JOINT BOARD**

**POLICY ON THE USE OF DISPLAY SCREEN EQUIPMENT**

**Policy Reference**

This policy document refers to the following aims and objectives outlined in the Board's general statement of Health Safety and Wellbeing policy.

- The provision and maintenance of plant and systems of work that are so far as is reasonably practicable, safe and without risks to health.
- The provision of such information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable, the health and safety at work of employees.

**Arrangements**

The Board will take all reasonable steps to secure the health and safety of employees who work with display screen equipment. In particular arrangements will be made to:-

- Identify all "users" of display screen equipment in accordance with the regulations and maintain records of the same.
- Make arrangements for the assessment of each workstation taking into account the display screen equipment, the furniture, the working environment and the worker.
- Take appropriate control measures in respect of risks identified as a result of the assessment process.
- Examine work patterns and incorporate changes of task within the working day to prevent intensive periods of display screen equipment use.
- Review software to ensure that it is suitable for the task and is not unnecessarily complicated.
- Ensure that eye and eyesight tests are available for users and other employees about to become users of display screen equipment.
- Ensure the supply of any corrective appliances (glasses or contact lenses) where required specifically for use with display screen equipment.

- Advise existing employees and all persons applying for work with display screen equipment of the risks to health and how these are to be avoided.

### **Procedures for Dealing with Health and Safety Issues**

Where a problem arises in the use of display screen equipment, the employee must adopt the following procedures:-

- Inform the supervisor/line manager immediately.
- In the case of an adverse health or medical condition, inform the occupational health adviser and his or her own general practitioner.

Where an employee raises a matter related to health and safety in the use of Display Screen Equipment, the Board will;

- Take all reasonable steps to investigate the circumstances.
- Take corrective measures where appropriate
- Advise the employee of actions taken.

### **Information and Training**

The Board will give sufficient information, instruction, and training as is necessary to ensure the health and safety of workers who use display screen equipment.

This provision will also apply to persons not in direct employment such as temporary staff and contractors.

Managers and supervisors who are responsible for users of display screen equipment will be given appropriate training.

### **Guidance**

Guidance will be issued in respect of the recommended means of implementing the following aspects of this policy:-

- The identification of "users" of display screen equipment.
- Training for users of display screen equipment.
- Assessment of display screen equipment workstations.
- Arrangements for eye and eyesight testing.

## **Legal Reference**

This policy and its associated guidance outline the provisions the Board will make to discharge its duties in relation to the following statutory requirements.

- The Health and Safety at Work etc Act 1974, Section 2 - The duty to ensure so far as is reasonably practicable, the health, safety and welfare at work of all its employees.
- The Management of Health and Safety at Work Regulations 1992, Regulation 3 - The requirement to assess risks arising from work activities.
- The Health and Safety (Display Screen Equipment) Regulations 1992 - All requirements.

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