

Working with display screen equipment

1. Purpose

The purpose of these safety instructions is to ensure that, having read the instructions, the employee is aware of the risks associated with the described work activities and can perform them safely.

2. General

Working with display screen equipment (DSE) includes all work performed at a computer or other equipment with a display screen that is done for more than two hours a day. This does not include operating or control panels, however.

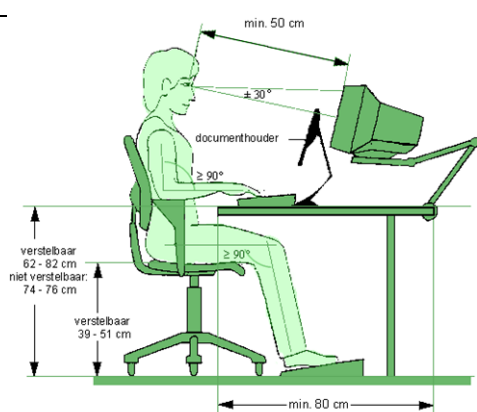
3. Risks

- Muscle and joint complaints
- Repetitive strain injuries (RSI) caused by lack of movement
- Headache, fatigue and nervous system problems
- Eyestrain

4. Measures

- For prolonged laptop use at a permanent workplace: request a notebook support, keyboard and mouse.
- Configure workstations properly by adjusting office chair, screen distance, etc. for good posture (see picture and section 8)
- Stretch your legs and body regularly
- Take advantage of the adjustability of the workplace and adjust as shown in the illustration
- Avoid a twisted body position by placing keyboard and mouse directly in front of the body.

5. Picture



6. Pictograms

N/A

7. Required PPE

N/A



- Make sure the workplace is ergonomic and well adjusted
- Take ten seconds every now and then to relax your shoulder and neck muscles
- After every two hours of computer work take a short break or alternate with other work
- During heavy laptop use (two or more hours) use a laptop stand, external keyboard and mouse
- Report eye problems to the Team Leader



- Do not use DSE for long, continuous periods
- Avoid heavy laptop use without use of the aids available to you
- No incorrect posture
- Do not perform more than six hours of DSE work per working day

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8. Adjusting the workplace

The chair

The armrests

Sit in your chair. Relax your arms and let them hang down, along the inside of the armrests. Adjust your armrests slightly higher than where the tip of your elbow is located. Make sure both armrests are set at the same height. Your shoulders should not hang or be pushed upwards.

The seat height

Check whether it is possible to adjust the height of your desktop. If the height of the desktop is adjustable, go to a. If the height of the desktop is not adjustable, go to b.

a. Height of desktop is adjustable

Stand in front of your chair. Use both hands to place your weight on the armrest or the seat of the chair. Now adjust the top of the seat to the same height as the bottom of your kneecap. Then adjust the height of the desktop so it is level with or slightly below the top of the armrests.

b. Height of desktop is not adjustable

The armrests are set correctly. Sit in your chair. Adjust the seat height so the tops of the armrests are level with or slightly above the desktop. Then make sure that your upper and lower legs can make a 90° angle (see picture).

If you find that the desktop is too high, use a footrest. If you find that the desktop is too low, raise the desk by placing it on blocks.

The seat depth

The edge of the seat should not touch the backs of your knees. Make sure that the free space between the edge of the seat and the back of your knee is at least the size of two fingers and not greater than fist-sized. If the seat is too deep or not deep enough, check whether it can be adjusted. Sometimes this is possible by means of a button under the seat or by repositioning the screws under the seat.

The backrest

Then adjust the height of the backrest in such a way that the two pelvic ilia (which you can feel at the bottom you back) are supported by the lower part of the backrest.

The display screen

Position the top edge of the screen at eye level. Tilt the screen to eliminate any objectionable glare. Make sure you can easily read the text; adjusting the font size if necessary.

Display size	Optimal viewing distance	Acceptable viewing distance
15 inch	60 cm	55 – 75 cm
17/18 inch	70 cm	60 – 85 cm
19 inch	80 cm	65 – 95 cm
21/22 inch	90 cm	75 – 105 cm

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