



University of Galway Safety Office

Display Screen Equipment (DSE) Assessment Procedure

Summary for Assessors (workflow overleaf).

1. Staff (in your Unit i.e. College/School/Research Institute/Support Service) should be informed that you are available to carry out DSE workstation assessments.
2. Assess the DSE workstations of "users" within your Unit and any other areas you are willing to assess.
3. When carrying out the assessments if you can deal with/rectify any (minor) issues there and then, that would be best. Other issues e.g. replacement furniture, computer equipment will need separate management follow-up.
4. Provide the employee with a copy of the Eye/Eye-sight testing application form if they are not aware of the scheme.
5. A copy of the assessment form should be sent to the employee concerned and the Safety Co-ordinator or other relevant person in the Unit. This is to:-
 - Identify and deal with any issues that need to be followed up on (see 8 below);
 - Ensure the employee whose workstation was assessed has a copy and knows what's happening;
 - Log it as part of the local risk assessment records;
 - Use it to update the local safety statement/risk assessment.
6. The Safety Office has certain equipment e.g. light meter, room thermometer, that you may wish to use in carrying out the DSE assessment(s).
7. Buildings & Estates are responsible for the furniture and fabric issues e.g. chairs, lighting (such requests should be made via the Unit's Buildings Liaison). All other items such as wrist rests, footrests, etc., should be purchased by the Unit.
8. A copy of the DSE Assessment form should be forwarded by the Unit Safety Co-ordinator to the HR office where a staff member has stated **that they are suffering from any medical condition(s)** which require provision of equipment, furniture or other specialist remedy/requirement (ref. Schedule 4 of the Regulations). The HR office will then arrange a consultation with the University Occupational Health Physician who will advise the University on the appropriate measures to put in place.
9. The Unit Safety Co-ordinator confirms on the end of the assessment form when the recommendation(s) are completed and reviewed with the employee as complete.
10. The regulations require that where an employee regularly uses their DSE for a significant part of their work that the workstation needs to be assessed. In terms of follow-up, a further assessment is required where:-
 - the employee transfers to a new workstation
 - there is significant new work equipment, change of equipment or new technology introduced to the individual's workstation.

As a matter of good practice it is recommended that there be an annual follow-up of the DSE assessments so that any changes/issues are identified and re-assessed. This should be included as part of the annual review of room risk assessments by each Unit.

For further details see http://www.hsa.ie/eng/Workplace_Health/Display_Screen_Equipment/

