DSE Awareness with Self Assessment e-learning course

green bar denotes changes of media within same screen

1

DSE Awareness
with Self Assessment

CIEHF ACCREDITED Training Course

start

2

Introduction

important

The information in this course will be suitable for most people. But it is general and concise in nature, and cannot cover every possible scenario.

If you have any queries or concerns which the course does not deal with, you will have the opportunity to record these on your self-assessment form.

continue

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Welcome

DSE - Display Screen Equipment

PCs, laptops, tablets and smartphones

risks to health and wellbeing

complete your own DSE risk assessment

4

Introduction

contents

- Risks to health
- DSE use at work
- Office ergonomics & posture
- Chair & workstation set-up
- Portable DSE
- Work arrangements
- Hotdesking
- Homeworking
- Eyesight testing
- The working environment
- Test

continue

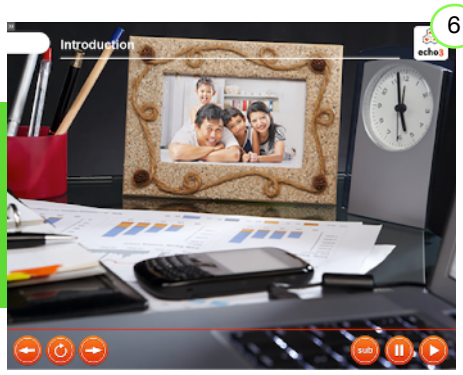
5

Introduction

why is this important to me?

6

Introduction



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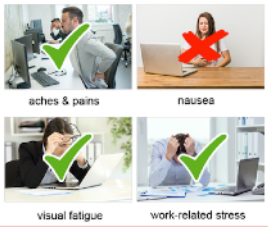
Question - Risks to Health

Please select what you think are the main health risks linked to using DSE



aches & pains | nausea | visual fatigue | work-related stress

continue

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Risks to Health

musculoskeletal disorders (MSDs)

- 'aches, pains & strains'
- includes Repetitive Strain Injury conditions

work-related stress

- largest category of work-related ill-health
- accounts for most working days lost
- biggest cause : workload pressure

visual fatigue

- impaired vision and / or headaches
- dry, sore, tired or red eyes

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Risks to Health

physical activity & sedentary behaviour

physical inactivity

- serious ill-health
- 4th biggest risk factor for mortality
- increase in sedentary behaviour

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Risks to Health

physical activity & sedentary behaviour

sedentary behaviour

- sitting or lying down for long periods while awake
- adverse health outcomes linked to sitting time

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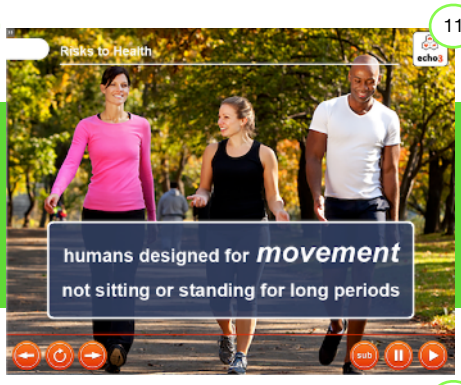
Risks to Health



humans designed for *movement*

not sitting or standing for long periods

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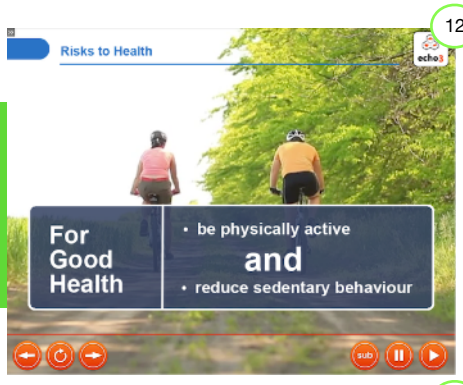
Risks to Health



For Good Health

- be physically active

and

- reduce sedentary behaviour

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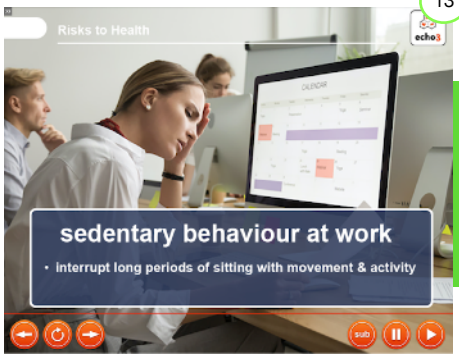
Risks to Health



sedentary behaviour at work

- interrupt long periods of sitting with movement & activity

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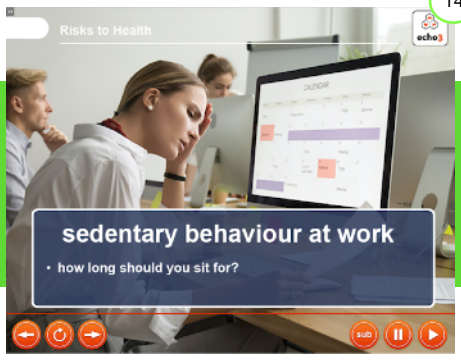
Risks to Health



sedentary behaviour at work

- how long should you sit for?

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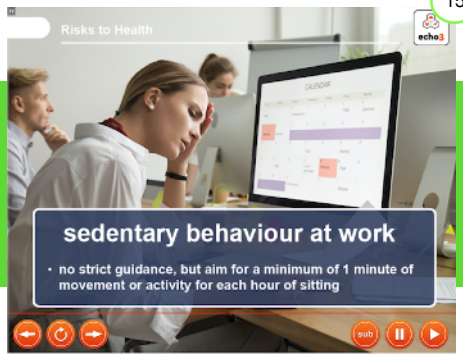
Risks to Health



sedentary behaviour at work

- no strict guidance, but aim for a minimum of 1 minute of movement or activity for each hour of sitting

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Risks to Health

sedentary behaviour at work

- look out for opportunities for more active working - Sit Less, Move More

17

Risks to Health

sedentary behaviour at work

- any amount of activity & movement better than none at all

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DSE Use at Work

DSE use at work

Regular DSE use a normal part of modern life, both at work and in leisure time.

At work, employers have a general **legal duty** to ensure the health, safety and welfare of staff, and non-employees affected by their activities

The Health and Safety at Work etc Act 1974

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DSE Use at Work

DSE use at work

Because DSE use can cause ill-health - or make any existing health issues worse - employers have additional legal responsibilities to:

- assess & minimise risks from DSE use
- provide suitable furniture & equipment
- provide a safe working environment
- plan work so that DSE use is interrupted
- provide eye tests, & DSE glasses if needed
- provide information & training

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DSE Use at Work

DSE risk assessments

individual assessments to consider:

- the workstation — furniture, equipment & software used, the physical working environment
- organisational factors — workload, working patterns & breaks
- individual factors — e.g. physical characteristics, health conditions, disability, pregnancy

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Your DSE Self Assessment

your DSE self assessment

- carry out your own DSE risk assessment as you continue through the course
- download self-assessment form
- look out for reminders to complete the different sections
- record relevant medical information *if you wish to do so*
- once completed, keep a copy
- if sharing, do so securely
- further support should be available if needed

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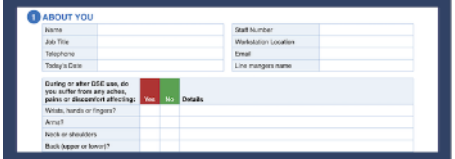
Your DSE Self Assessment

your DSE self assessment

Please now fill in section 1 of your DSE form: ABOUT YOU



Once section 1 is complete, please click the forward arrow to continue

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Office Ergonomics & Posture

ergonomics

study of the interaction between people & systems

person-centred approach

DSE use:

- ensure a good physical 'fit'
- consider individual's requirements
- providing suitable equipment, & optimising use
- suitable working environment

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Office Ergonomics & Posture

posture

'good' & 'bad' posture?

avoid static postures - aim for regular movement & changes of posture

the Best Posture is the Next Posture

preferable postures:

- are neutral
- provide maximum support
- avoid excess loading or stresses
- allow for movement

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Chair and Workstation Set Up

chair & workstation set-up

DSE furniture & equipment in constant use
is yours adjusted to suit you?
set up vital for good support & safe working

26

Chair and Workstation Set Up

office chairs
basic adjustment

aiming for neutral, supported postures

chair should be stable, and move freely

four basic steps to adjust ...

27

Chair and Workstation Set Up

office chairs
basic adjustment

step 1: chair height

adjust so that feet flat on ground, with hips slightly higher than knees

makes other adjustments easier - will review chair height at step 4

28

Chair and Workstation Set Up

office chairs
basic adjustment

step 2: backrest angle

adjust angle of backrest to a comfortable, upright position

29

Chair and Workstation Set Up

office chairs
basic adjustment

step 3: backrest height

adjust height to feel support in lumbar region (small) of back

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Chair and Workstation Set Up

office chairs basic adjustment

common backrest styles & mechanisms

ratchet, with button

mesh

mesh, with lumbar pad

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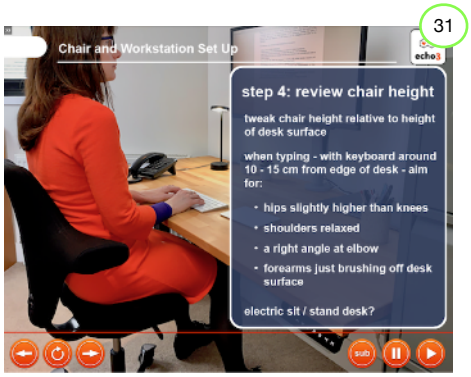

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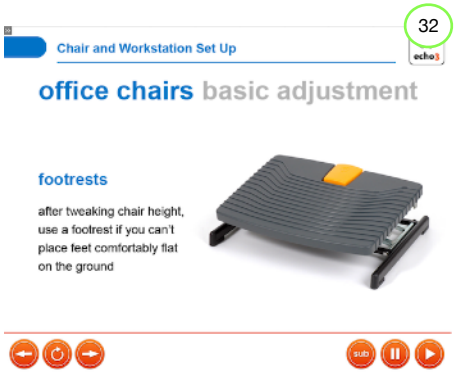

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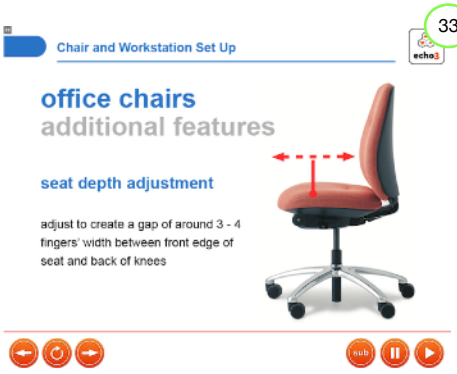

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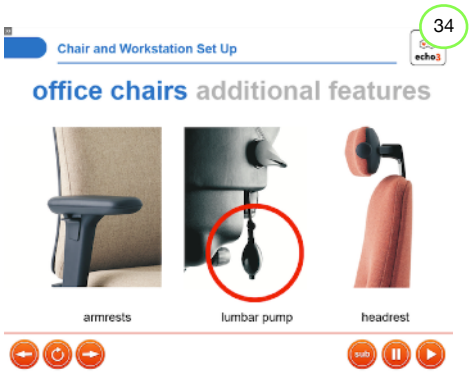

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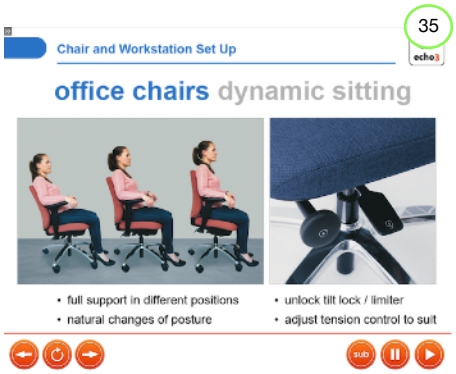

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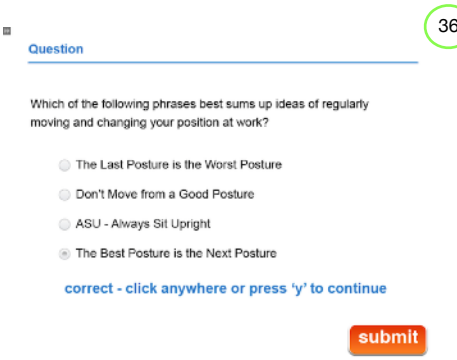

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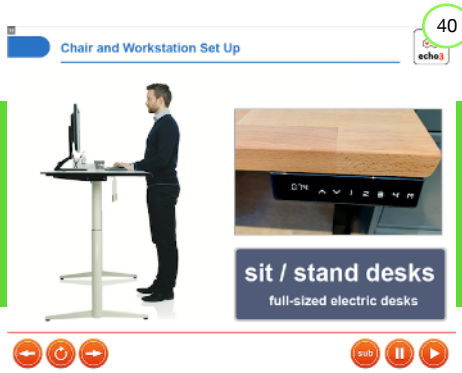

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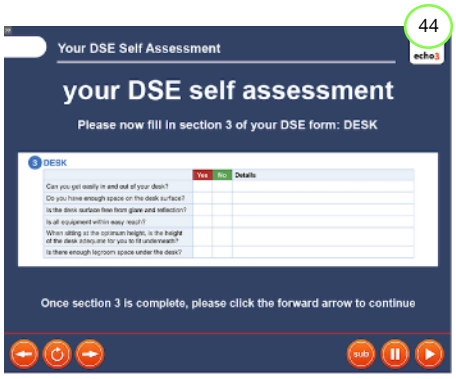

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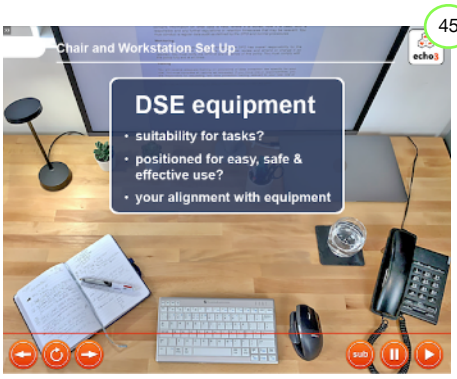

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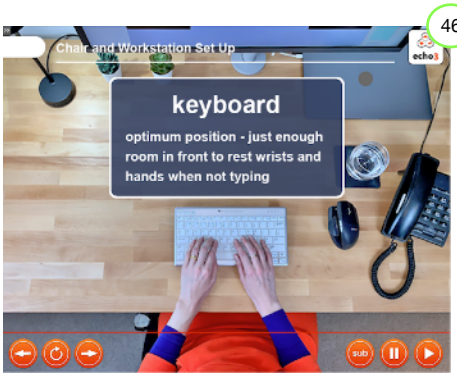

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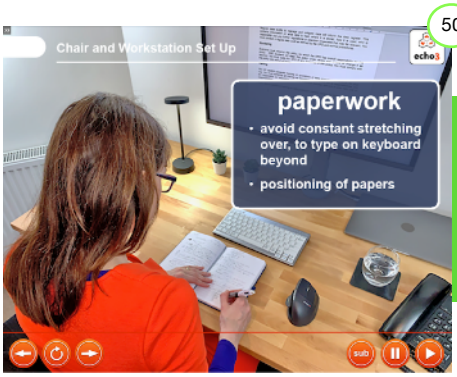

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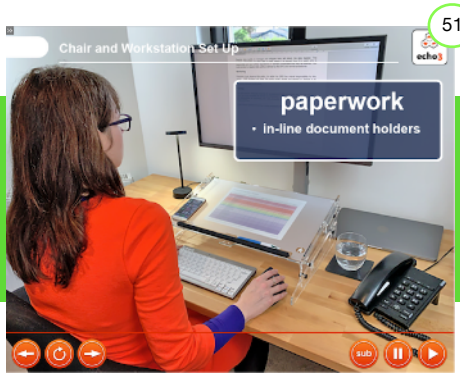

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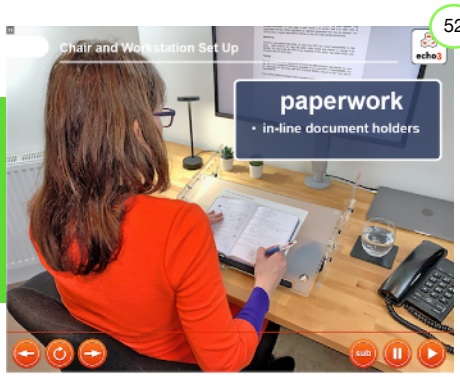

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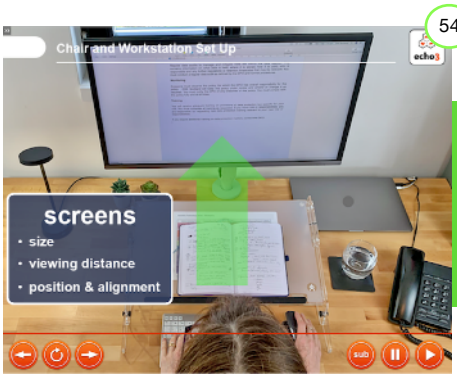

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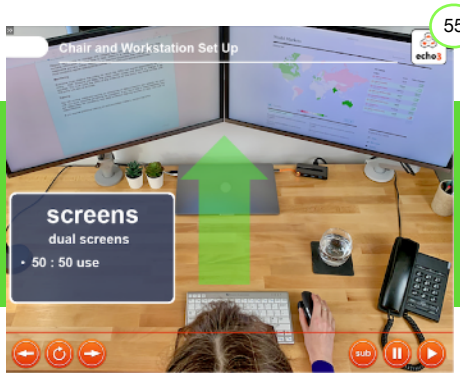

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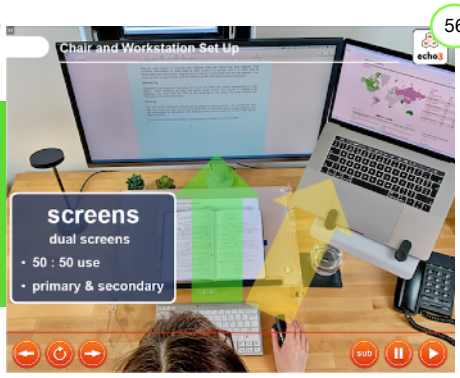

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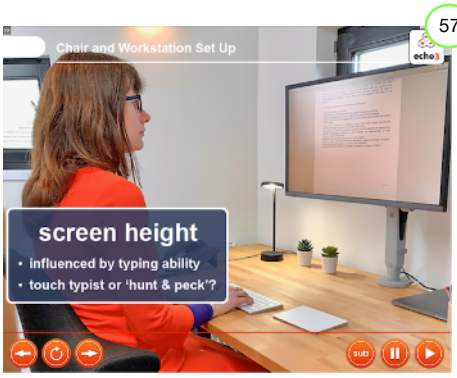

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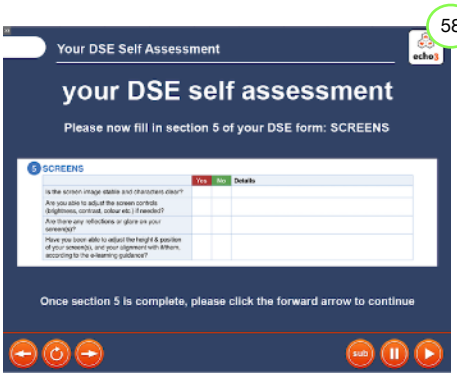

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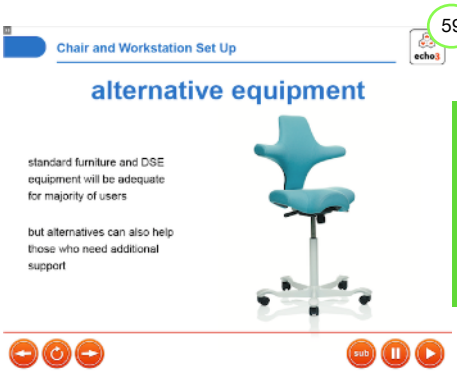

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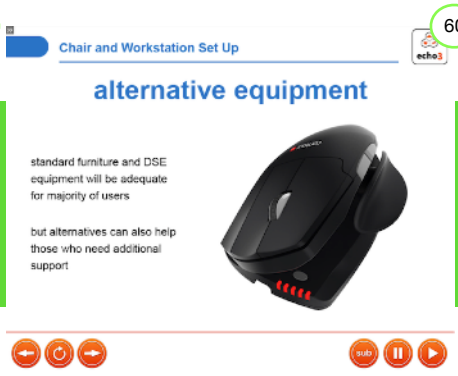

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Chair and Workstation Set Up

alternative equipment

standard furniture and DSE equipment will be adequate for majority of users

but alternatives can also help those who need additional support

62

Chair and Workstation Set Up

alternative equipment

standard furniture and DSE equipment will be adequate for majority of users

but alternatives can also help those who need additional support

63

Chair and Workstation Set Up

alternative equipment

standard furniture and DSE equipment will be adequate for majority of users

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Portable DSE

portable DSE

laptops, tablets & smartphones

best suited to short periods of use

65

Portable DSE

portable DSE

laptops, tablets & smartphones

best suited to short periods of use

66

Portable DSE

portable DSE

laptops, tablets & smartphones

best suited to short periods of use

for prolonged use, try to replicate desktop set-up:

- connect to external monitor, or raise height of device
- external keyboard & mouse

67

Portable DSE

laptops

prolonged use - plug into external monitor, or raise height of device screen

- separate keyboard & mouse
- makeshift riser - files, books, etc.

68

Portable DSE

laptops

prolonged use - plug into external monitor, or raise height of device screen

- separate keyboard & mouse
- makeshift riser - files, books, etc.
- laptop stands

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Portable DSE

tablets

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Portable DSE

tablets

71

Portable DSE

tablets

loading on neck, upper back & shoulders

72

Portable DSE

tablets

loading on neck, upper back & shoulders

raise screen height

- makeshift riser

73

Portable DSE

tablets

loading on neck, upper back & shoulders

raise screen height

- makeshift riser
- tablet stand
- external keyboard
- stylus?
- mouse?

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Portable DSE

smartphones

small screen size

holding smartphone: avoid one-handed grip & use of single thumb

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Portable DSE

smartphones

small screen size

holding smartphone: avoid one-handed grip & use of single thumb

keyboards

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Portable DSE

Speak now

smartphones

small screen size

holding smartphone: avoid one-handed grip & use of single thumb

keyboards

speech recognition

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Question

Which of the following is TRUE?

Laptops, tablets and smartphones are generally unsuitable for prolonged periods of use because:

- screen sizes may be too small
- of the lack of separation between keyboard & mouse
- they encourage looking down & forward bending
- all of the above

correct - click anywhere or press 'y' to continue

submit

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Work Arrangements

Work with display screen equipment

work arrangements

employers to plan work activities to break up intensive DSE use

HSE Guidance suggests 5-10 mins of other work per hour of DSE use

relevance now, with less diversity of work?

79

Work Arrangements

work arrangements

employers to plan work activities to break up intensive DSE use

HSE Guidance suggests 5-10 mins of other work per hour of DSE use

relevance now, with less diversity of work?

addressing workload pressure

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Hotdesking

hotdesking

no designated desks

important therefore that *you* know to adjust chairs to suit

flexibility also key, e.g. easily adjustable screen height

81

Homeworking

homeworking

- tips fpr prolonged use of laptops, tablets & smartphones
- sit less, move more

82

Homeworking

homeworking

- tips fpr prolonged use of laptops, tablets & smartphones
- sit less, move more
- use supportive furniture

83

Eyesight Testing

eyesight testing

regular eye tests for DSE users

if glasses required for DSE use - and normal prescription can't be used - employer to contribute

avoiding visual fatigue

84

Your DSE Self Assessment

your DSE self assessment

Please now fill in section 6 of your DSE form: MISCELLANEOUS

6 MISCELLANEOUS

	Yes	No	Details
Are you familiar with the software you need to use?			
Do you use a laptop, tablet or smartphone for work?			
Do you know about your employer's policy on eye and eyesight tests for DSE users?			
Approximate date of most recent eye test, if known			

Once section 6 is complete, please click the forward arrow to continue

85

The Working Environment

working environment

temperature

- minimum 16 °C

lighting

- levels suitable for tasks

noise levels

space

86

Your DSE Self Assessment

your DSE self assessment

Please now fill in section 7 of your DSE form: WORKING ENVIRONMENT

7 WORKING ENVIRONMENT

	Yes	No	Details
Are lighting levels suitable?			
Is the temperature reasonable?			
Are noise levels acceptable?			

Section 8 can be used to record any other relevant information

Once complete, please click the forward arrow to continue

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Reviewing Assessments

reviewing DSE assessments

treat assessments as 'live' documents

revisit if any significant changes, such as new health issues, new furniture or equipment, or large changes to work methods or workrates

88

Reviewing Assessments

reviewing DSE assessments

treat assessments as 'live' documents

revisit if any significant changes, such as new health issues, new furniture or equipment, or large changes to work methods or workrates

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course summary

conclusion

- sit less, move more
- DSE use at work
- chair & workstation set-up
- portable DSE

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Quiz

quiz

to release your completion certificate you must successfully complete a short quiz

the pass mark is 80%

there are ten multiple-choice questions

each question only has one correct answer

good luck !

start quiz

91

Question 1 of 10

Which of the following is NOT one of the main risks to health associated with DSE use?

- musculoskeletal disorders
- nausea
- visual fatigue
- work-related stress

Submit

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Question 2 of 10

The optimum position for your computer keyboard is:

- on your lap
- on your desk, behind any papers that you need to use
- as close as possible to the edge of the desk
- roughly 10 - 15 cm from the edge of the desk

Submit

93

Question 3 of 10

When sitting at a fixed height desk, you should adjust the height of your chair so that:

- you can easily see your colleagues
- it is as high as it will go
- there is a right angle at your elbow when typing
- your knees are higher than your hips

Submit

94

Question 4 of 10

Where an eye test shows that glasses are needed for DSE use only, under the DSE Regulations employers must pay:

- an amount equal to the cost of basic frames and lenses
- the full cost of glasses chosen by the individual
- nothing
- a flat rate contribution, currently £175

Submit

95

Question 5 of 10

The minimum temperature for office work - provided by the Approved Code of Practice to the Workplace (Health, Safety and Welfare) Regulations 1992 - is:

- 13 °C
- 16 °C
- 19 °C
- 21 °C

Submit

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Question 6 of 10

Which of the following is NOT a legal requirement imposed on employers by the DSE Regulations?

- carrying out individual risk assessments for DSE users
- providing suitable furniture and equipment
- planning work so that intensive DSE use is broken up
- prohibiting working through lunch breaks

Submit

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Question 7 of 10

Which of the following statements is TRUE?

Human beings are best suited to:

- stay in the same position, provided their posture is 'good'
- stand for long periods
- sit for long periods
- move, and regularly change posture

Submit

98

Question 8 of 10

Which of the following statements is FALSE?

To improve the ergonomics of prolonged laptop use, you could:

- raise the height of your laptop's screen
- use a separate keyboard and mouse
- plug into an external screen
- work more intensively to complete tasks earlier

Submit

99

Question 9 of 10

The biggest cause of work-related stress, depression or anxiety is:

- lack of job security
- workload pressure
- personality conflicts
- workplace bullying

Submit

100

Question 10 of 10

Which of the following statements is FALSE?

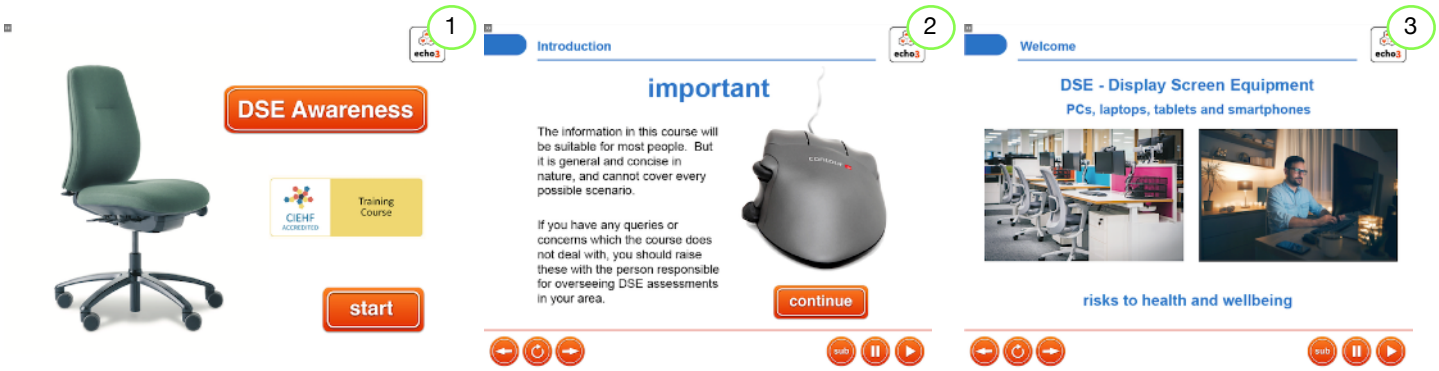
For good health, we should:

- be physically active
- reduce our sedentary behaviour
- sit less and move more
- always stand to work, rather than sit

Submit

Notes on DSE Awareness course **without** option of self-assessment

- screens 1, 2 and 3 are slightly different:



- All screens relating to DSE self-assessment (21, 22, 37, 44, 53, 58, 84 and 86) are omitted.