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Level 2

Management Procedure – Display Screen Equipment

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Issue record

Issue	Date	Comments
1	August 1999	New Document
2	June 2005	Reviewed for OHS Manual
3	September 2010	Revised to Include E learning and assessment process

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 04 September 2010.

When this standard is implemented, it is permissible for all projects that have formally completed GRIP Stage 4 to continue to comply with the Issue of any relevant Network Rail Standards current when GRIP Stage 4 was reached and not to comply with requirements contained herein, unless the designated Standard Owner has stipulated otherwise in the accompanying Briefing Note.

Reference documentation

L26	Work with Display Screen Equipment, Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health & Safety (Miscellaneous Amendments) Regulations 2002, Guidance on Regulations, HSE
NR/HR/POL/005	Eye care Policy & Procedure for VDU Users
NR/SP/ERG/24017	Control Room Design, Specification, Process and Guidance
NR/ERG/00005	Signalling Centre Desks

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1 Purpose

This management procedure sets out the process within Network Rail for implementing the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health & Safety (Miscellaneous Amendments) Regulations 2002 with the objective of controlling the risks to health and safety associated with the use of Display Screen Equipment (DSE).

2 Scope

This procedure is applicable to all individuals employed by or working on Network Rail controlled premises.

This standard aims to reduce the risks to health and safety associated with the use of Display Screen Equipment (DSE). All risks are assessed to identify the control measures necessary to prevent harm. Risk assessments for DSE are carried out for all designated Users**,** and result in suitable control measures being implemented to eliminate or reduce risks where necessary.

NOTE This standard would not apply to Contractors using their own DSE equipment on Network Rail controlled Infrastructure

3 Definitions

Display Screen Equipment (DSE)	Any alphanumeric or graphic display screen, regardless of the display process involved e.g. cathode ray / liquid crystal / plasma display screens used in flat panel screens, touch screens and other emerging technologies.
User	An individual, whether permanently employed by Network Rail, on a temporary contract, full or part time who has a valid Network Rail IT system User Account log in and who use display screen equipment as a significant part of their normal working role.
User of Specialist DSE	An individual user who uses more than one display screen equipment within their normal working role (excluding notebooks attached to docking stations with an auxiliary screen) *NOTE It Includes users in control centres where visual display units (VDUs) are the primary means of viewing traffic, or in signalling centres who use VDUs as the main signalling control interface. Signallers who occasionally use DSE to obtain operations information (ie ,TRUST,CCF and Alarm screens) are not users under this definition.*
Workstation	An assembly comprising display screen equipment, any optional accessories, any disk drive, telephone, modem, printer, document holder, work desk, work surface or other peripheral item and the immediate environment in which a person works.

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Work Station Safety Plus (WSP)	Proprietary computer software used to provide DSE training and risk assessment and record the results.
PACE Database	Proprietary computer database linked to WSP used for administration of process generated data. *Note: All user DSE risk assessments and corrective actions are stored within this database for retrieval and use as required.*
OHP	Occupational Health Provider.
WSP Helpdesk	Network Rail Information Management administrative support for the WSP training and assessment process.
User Handbook	A User Handbook contains relevant user information relating to the safe use and maintenance of the workstation.

4 Introduction

The Health and Safety (Display Screen Equipment) Regulations, 1992 as amended by the Health & Safety (Miscellaneous Amendments) Regulations 2002, ("the regulations") place certain duties on employers with regards to the safe use of DSE.

These duties include :

- Analysing and assessing risks to health and safety from DSE workstations
- Making sure that workstations meet the minimum requirements laid down in the regulations
- Providing users with adequate health and safety information, instruction and training with regard to their workstation
- Where necessary providing users with eye sight tests and corrective appliances (normally spectacles) as appropriate

The main risks associated with work with DSE are musculoskeletal disorders, such as back pain or upper limb disorders, visual fatigue and mental stress. This procedure aims to control these by requiring that:

- Risks are assessed to identify suitable control measures necessary to prevent harm.
- Suitable control measures are implemented to eliminate these risks, or reduce them to an acceptable level.
- Where risk assessments have been carried that they are reviewed when there is reason to suspect that they are no longer valid. This will include but is not limited to:

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- changes in individual capability
- changes in the workstation set up and/or equipment/furniture
- changes in the hardware/software used
- changes in the time spent using the equipment increases
- substantive change in task(s)
- any reported symptoms of ill health that could be related to or affect the user's use of DSE equipment
- the relocation of a workstation or modifications to lighting.

5 DSE Risk Assessment

5.1 Introduction

Network Rail primarily undertakes DSE risk assessments using the Workstation Safety Plus (WSP) software tool. This is an externally developed and recognised tool for supporting the implementation of the requirements of the regulations. It utilises an internet based training and assessment process, which is linked to a unique database (PACE) designed to manage the outputs of the assessment process.

The WSP process is only suitable for users who utilise single display screens and standard desktop/ notebook workstation configurations. For users of specialist DSE equipment, for example the multiple display screen devices found in control centres, an alternative paper based assessment process shall be used by a competent DSE assessor *(see Figure 1 and Appendix C)*.

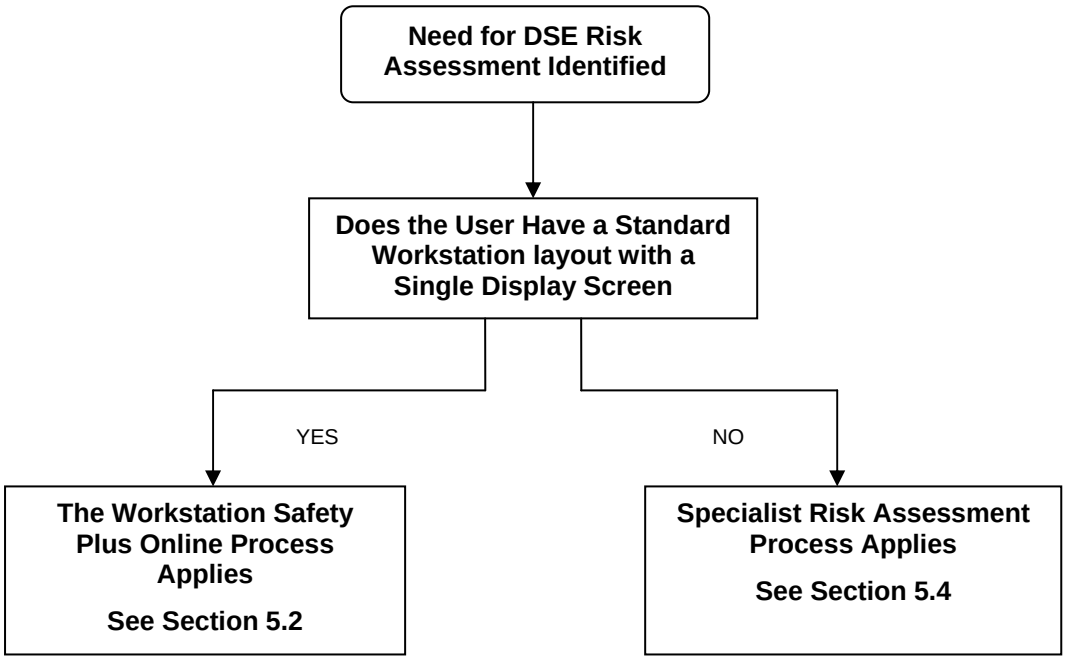

Figure 1 – DSE Risk Assessment Procedure

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5.2 Access to the WSP Online Training and DSE Risk Assessment Process

The WSP on line training and risk assessment process is accessed by two routes:

- New starters/ users to Network Rail, will receive an automatic invitation by email that will contain a link for them to access the system directly.
- Where users have moved offices or their workstation circumstances have changed since their last assessment can access WSP at any time through the link on the Occupational Health pages in the HR information centre on Connect.

NOTE WSP takes periodic extracts from Network Rails Global Address List and these details are used to maintain the user information in WSP. This identifies users who have joined and left the organisation and also users that have moved location. As the feeds are periodic, there could be a delay of up to 4 weeks before any new users are picked up by the system.

5.3 Overview of the Online Training and DSE Risk Assessment Process (WSP)

New users receive an email invitation to take part in the training and assessment process. The invitation email is resent automatically, twice at weekly, intervals until the user takes part in the process.

Users whose individual circumstances have changed significantly (e.g. change of location) or who require to access the system for refresher training etc. can do this via a unique link on Connect.

NOTE 1 The link to the WSP Training and Assessment tool can be found on the Occupational Safety pages of the Safety and Compliance section or the HR Information pages on Connect.

The user is required to complete both the online training and DSE risk assessment process.

NOTE 2 This can be done in one session or to suit the individuals circumstances.

Where as a result of the risk assessment the user is identified as having only low risk issues WSP will assign individual user action requests (UARs) that detail actions the user should take to improve their own working environment and to eliminate/reduce risk.

Where the user closes out all assigned user action requests and no further high risk issues have been identified, no further action is required by the individual until their circumstances change significantly or the assessment expires after a 2 year period.

NOTE 3 After a period of two years, the user will be invited to re take the WSP Training and Assessment process.

Where users are identified as having high risk issues, the system will automatically alert the WSP.

They will then be contacted by a DSE Assessor, initially by telephone, and offered advice and guidance on how to best resolve the issues identified. Appendix C gives further guidance on this process.

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