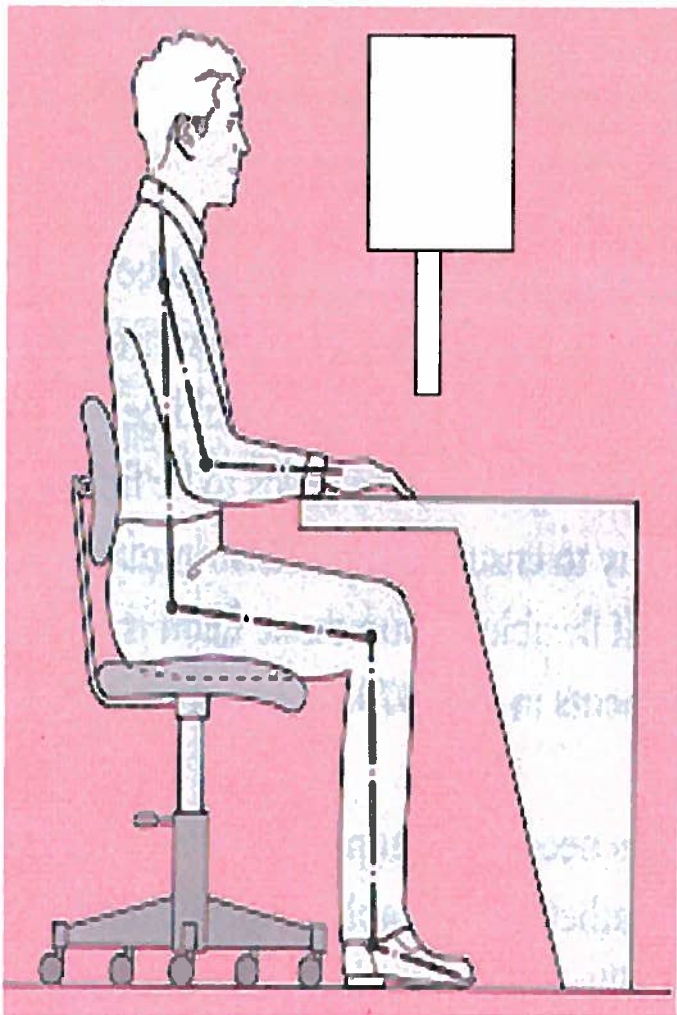




West Lothian Council

Display Screen Equipment - Safety

1. Workstation Layout



- Screen height to allow comfortable head position (eyes approximately level with top of screen).
- Wrist not excessively bent (up, down or sideways).
- Forearms approximately horizontal
- Feet flat on floor or if required foot rest.
- Spine supported by chair back.
- Adjustable chair height.
- Sufficient desk space.
- No excess pressure on underside of thighs and backs of knees
- Space for postural change, no obstacles under desk
- Space in front of keyboard to support hands/wrists during pauses in keying

2. Safe Use of Laptops

Flexible and Mobile Working

If your work entails using a laptop in various locations, to protect your health you will require the following equipment:

- Mouse
- Separate keyboard
- Laptop stand to elevate the screen to a height which is approximately level with your eyes (permanent and portable versions are available)

- Suitable backpack (take into account other items you may be carrying e.g. keyboard, mouse, riser, files etc). Avoid Laptop bags with manufacturer branding. Consider the weight of all items you will require to carry.

At your Normal Workstation

If your laptop is your main desktop computer your workstation requires a docking station or riser blocks, separate keyboard and mouse,

Homeworking

This is when you habitually use a laptop or computer at home for a significant part of your normal work. If this applies to your pattern of working you will required the following

- Desk
- Chair

The same health and safety standards apply to the home as do in the workplace.

Lone Working

If you work alone and use a laptop

- A reporting system requires to be put in place so that others are aware of your movements and know when you are starting and finishing work e.g. a whiteboard/diary which can be accessed by others and/or a phone call),
- A list of emergency contact numbers and information e.g. your car registration number, emergency contact details, a physical description of you needs to be kept.
- A device to carry your laptop e.g. a backpack or similar, preferably with the option to carry and wheel, but not with a computer company logo on it (refer to Flexible Working).
- Do not leave your laptop on view in your car and take care in public places or areas where the risk of theft may be greater.
- If someone challenges you for the equipment do not resist. Always consider your own safety first.

General Advice

- Avoid slouched/unsupported working postures
- Do not leave portable DSE equipment on view in your car
- If someone challenges you for the equipment then do not resist.
- Avoid situations where you may adopt an unsuitable posture e.g. in the car or sitting on a bed.
- Extended use should be avoided in situations where the laptop is used resting on your lap

Further Information

Available on MyToolkit/Health and Safety/Policies, Procedures and Guidance Notes in particular the Display Screen Equipment Guide and Personal Safety at Work Policy and Procedures

Health and Safety

September 2010