



Bord Oideachais & Oiliúna
LUIMNIGH & AN CHLÁIR

LIMERICK & CLARE
Education & Training Board

DISPLAY SCREEN EQUIPMENT POLICY

Display Screen Equipment Policy

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| Policy Area | Corporate Services |
| Version | 1.2, 1.3 |
| Date | Created: December 2015 Revised January 2021 Revised February 2024 |
| Monitored | Every Three Years |
| Responsibility | Health & Safety |
| Approval | 16th May 2016 |
| Amendment | 2.3 – Changed from annually to “as necessary” |
| This policy document is an uncontrolled copy. Each staff member should consult StaffCONNECT for the latest version of this document. | |

Policy

Limerick and Clare Education and Training Board (LCETB), in accordance with relevant regulations and legislation¹, aims to ensure that all steps necessary will be taken to eliminate risks for staff involved in using Display Screen Equipment (DSE)².

Purpose

The purpose of this policy is to ensure:

- a positive, safe working environment will be in place across LCETB
- the promotion of best practice in relation to the use of Display Screen Equipment
- that all necessary steps are taken, as far as is reasonably practicable, to protect all DSE users from any dangers that may arise from the use of Display Screen Equipment.

Scope

This policy is applicable to employees who are **defined users of DSEs** irrespective of length of service. It will apply to the following staff:

- who must use a DSE to undertake her/his work
- who normally use a DSE for continuous periods of more than one hour at a time
- who is working on a DSE on a daily basis.

It is the responsibility of every employee to read and understand this Policy. If you do not understand any of the content of this Policy, please seek clarification from your line manager.

1. Role of the Centre Manager³

The role of the Centre Manager is to keep a listing of all defined users of DSEs and ensure that all equipment is maintained and regular audits are conducted of same.

2. Procedures

2.1 LCETB shall provide appropriate equipment (hardware) and processing systems (software) and a working environment suitable for DSE work.

¹ Safety, Health & Work Act, 2005 and General Applications Regulations 2007

² "Display Screen Equipment" means any **display screen** which shows letters, numbers, characters or graphics, regardless of the **display** process involved

³ Centre Manager refers to the Principal/Manager/Director/Co-ordinator/Officer, as appropriate

- 2.2 All individual DSE users, whose duties entail working at a DSE continuously in excess of one hour per day, shall be identified and listed, and this listing subject to annual review by each Centre Manager.
- 2.3 The workstation for each DSE user shall be reviewed by the Centre Manager, or other competent person, as necessary and whenever there is a significant change to office layout.

3. Training

- 3.1 DSE users and non-users shall be provided with guidelines and/or appropriate training on correct set up and maintenance of workstations, and will be instructed to take frequent breaks from DSE work.
- 3.2 All DSE users and non-users are reminded of their obligation to participate in training to ensure that they understand how to set up their workstations, and to work to the guidelines provided by their Centre Manager.

4. Eye Screening

LCETB will ensure:

- (a) that an appropriate eye and eyesight test, carried out by a competent person, (staff member's own choice) will be made available and paid for by LCETB to each staff member who habitually uses a display screen as a **significant part of normal work**. This could mean using a DSE for one continuous hour or more as part of everyday work.
- (b) that, if the results of the test show that it is necessary, an ophthalmologic examination is carried out on the staff member concerned; and
- (c) that where the results of a test or an examination shows that it is necessary, and if normal corrective appliances cannot be used, the employee, concerned is provided *with special corrective appliances* appropriate to his/her work i.e. *spectacles prescribed specifically* for use with DSE. Special corrective appliances should be understood as appliances which are required **only** to remedy a specific eye problem related to operation of a DSE **and not for any other purpose**. LCETB will reimburse the overall costs (including tests and corrective appliances) to a maximum of €76.
- (d) In general, it is to be expected that between 3% and 5% of a DSE workforce will need such special corrections, although this can vary depending on the personal characteristics of a particular group of such workers.

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- (e) Staff on full PRSI rate should arrange tests with an optician in the Social Welfare Scheme. LCETB will be liable only for fees where the contribution conditions have not been fulfilled or where the benefit falls short of the cost incurred to an overall maximum amount of €76 (including test and corrective appliance).
- (f) Each employee should fill in the relevant Eye Test and Lenses Form below. The Optometrist should also fill in the relevant part of this form, while carrying out the eye test.
- (g) Employees may request a test at regular intervals (**two years** or longer), however, other factors such as the age of the employees and the intensity of VDU work may be taken into account should earlier intervals be necessary.

5. Corporate and Ancillary Safety Statements

This policy should be read in conjunction with the LCETB Corporate Safety Statement and the respective Centre's Ancillary Safety Statement.

**Limerick and Clare ETB Eye Test and Lenses
Reimbursement Form**

| | |
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| Name | |
| Staff Number | |
| Date of Last Eye Test | |
| Current Eye Test | |
| How long have you used a DSE? | |
| Make and Model of DSE | |
| On average, how many hours per day do you use a DSE? | |

| | |
|--|--|
| For what purpose – please tick: | |
| Data Input | |
| Mainly input but reading some output | |
| A mixture of inputting and reading output | |
| Mainly reading output but some input also | |
| Reading output only | |
| Mainly text | |
| Mainly numbers | |

If a claim is being made for lenses or a test, please complete and sign the section below and ensure that your Optician completes the attached section. (Please note you must claim any social welfare benefits due to you, prior to submitting a claim)

Signed: _____ Cost of Eye
Test _____

Cost of lenses only € _____ Social welfare reimbursement € _____

Amount Refunded € _____ (Office use only)

To claim reimbursement from LCETB please submit original receipt with this completed expenses claim form to Corporate Services department.

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Please ✓ appropriate box

I confirm that lenses **ARE** required solely for DSE use

I confirm that lenses **ARE NOT** required solely for DSE use

Signed: _____
Optician

Optician Stamp:

Date: _____