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| Committee: | Safety Committee | Agenda Item No.: | 8. |
| Date: | 23 rd September 2008 | Category | |
| Subject: | Display Screen Equipment Policy and Guidance | Status | Open |
| Report by: | Health and Safety Officer | | |
| Other Officers involved: | Head of Human Resources and Payroll | | |
| Director | Chief Executive Officer | | |
| Relevant Portfolio Holder | People and Performance | | |

RELEVANT CORPORATE AIMS

Strategic Organisational Development: - continually improving our organisation. By identifying and managing workplace hazards and risks we reduce the scope for accidents, incidents, and dangerous occurrences and thereby reduce the likelihood of ill health or injuries occurring, and also reduce the likelihood of enforcement action, legal action or compensation claim.

Active management of health and safety risk reduces the cost of providing services, by getting it right first time more often, with no accidents, incidents or interruption to services.

TARGETS

The Policy does not contribute specifically to any targets specified in the Corporate Plan.

VALUE FOR MONEY

By complying with legislation and best practice and proactively managing risks we will help to control the risk of financial loss, service interruption and help avoid the costs of prosecution, compensation claims and increased insurance premiums.

THE REPORT

Responsibilities for all levels of staff have been outlined, including the responsibility for undertaking self assessments.

Additional information on setting up the workstation has been included.

Additional Information has been included on homeworking and the use of laptops.

Information on occupational health issue connected to the use of computer workstations has been expanded.

The forms for self assessment and for use by specialist assessors have been revised and included in the body of the guidance as appendix one and three.

The Policy and Guidance has been revised to comply with the new policy format.

Financial support for computer users – payment for opticians appointments and provision of glasses has been detailed, and a revised form for claiming reimbursement has been included as Appendix 2.

DSE assessments will be undertaken by the Health and Safety Officer or the Trade Union Safety Officer.

ISSUES FOR CONSIDERATION

The Display Screen Equipment Policy and Guidance.

IMPLICATIONS

Financial : Reducing the risk of incurring loss from subsequent business interruption, reducing the risk of incurring compensation, legal prosecution and increased insurance costs.

Legal : Compliance with the display screen Equipment Regulations 1992 (as amended 2002)

Human Resources : Reduction in lost time and sickness absence due to accidents and ill health.

RECOMMENDATION

That the Display Screen Equipment Policy and Guidance is considered and referred to Council for adoption.