

## S7 – Toolbox Talk

### Display Screen Equipment

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Using display screen equipment is a regular activity in the workplace. Consider the following:

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#### The Environment

- Ensure the lighting is adequate
  - Ensure the temperature and humidity levels are adequate — is the office temperature at least 16°C and 13°C in factory areas?
  - Ensure you do not cause significant noise affecting fellow colleagues
  - Ensure there is sufficient space to allow a change in position.
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#### Workstation

- Adjust the height of the work chair to suit your needs
  - Ensure the chair is stable, in good condition, and has five feet
  - Ensure you can rest your feet flat on the floor whilst at your workstation
  - Ensure there is adequate space around and beneath the desk for comfort and if necessary you have access to a document holder.
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#### Equipment

- Adjust the contrast and brightness on the monitor and ensure the image is flicker free
  - Ensure the monitor can swivel so you do not experience any reflection or glare
  - Ensure the screen height is comfortable
  - Make sure there is enough space in front of the keyboard to adopt the correct typing posture
  - Only use the keyboard if the characters are easily identifiable.
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#### Procedural controls

- Ensure you have received display screen equipment training
  - Ensure you are aware of the procedure for obtaining eye and eyesight tests
  - Take a five minute break from your VDU within every hour of continuous use
  - Drink plenty of fluids throughout the day to avoid dehydration.
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## Occupational health

Contact your supervisor immediately if you suffer from:

- Aches and pains to upper limbs
- Headaches
- Focusing difficulties.

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## Training register

Date .....

Name of attendee

Signature

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