



Display Screen Equipment Management Programme

AZSPU-HSSE-DOC-00006-2

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Issue Date:	10/04/2004	Issuing Dept:	HSE&TD
Revision Date:	21/12/2009	Control Tier:	2
Next Review Date:	21/12/2010		

Control Tier: <<2>>

Document Number: << AZSPU-HSSE-DOC-00006-2>>

Revision Date: 21 December 2009

Print Date: 2/1/2011

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<http://docs.bpweb.bp.com/dkazspu/component/hssesms>

Purpose/Scope

BP is committed to the HSE policy of “no harm to people” and so recognizes that working with DSE is an area where ill health can arise. The majority of staff in BP has jobs that involve some level of working with DSE. There have been [health issues, primarily with problems of neck, shoulders, arms, hands and back, that have been associated with DSE use](#). Although these conditions are unusual, it is important that the company is aware of any health issues associated with its activities therefore any illness that is associated with work should be recorded and reported via BP HSE reporting procedures.

The problems that primarily arise associated with working with DSE relate to the layout of the workstation and the environment where the work is performed, the pace of the work, the work scheduling and very occasionally software issues.

This controlled document provides the information on the risks to health and safety associated with work with DSE, on the measures to reduce those risks and corrective actions to control the risks identified.

This controlled document applies to Azerbaijan Strategic Performance Unit engaged in the exploration, drilling, production and transportation of oil, including all related construction activities.

2.0 Definitions

DSE	Display Screen Equipment – it is equipment that is usually part of a computer system e.g. computer screen’s microfiche and liquid crystal display, any text, number or graphic on display screen, regardless of the display process involved
Workstation	Encompasses the display screen, keyboard, mouse and immediate peripherals, plus your desk, chair, telephone, and the immediate environment
DSE Users	Anyone who works at DSE on most days for more than one hour continuously or for more than two hours intermittently on 3 or more days a week
DSE Champion	Person nominated by Line Management and responsible for ensuring that the requirements of the DSE programme are successfully implemented within their area of responsibility

DSE Coordinator	Systems Coordinator in Central Health responsible for ensuring that the requirements of the DSE programme are successfully implemented
Ergonomics Health Team	Science of fitting the job to the worker. BP Central Health, Safety and Environment AzSPU department, Health Team

3.0 General Requirements

[BP Getting Health Right](#)

[BP Occupational Hygiene Network Best Practice Documents](#)

4.0 Key Responsibilities

Line Managers/Supervisors shall

- Be responsible for the implementation of DSE programme
 - Appoint DSE champion. Ideally there should be one DSE Champion for every 20 DSE users
 - When appointing a DSE Champion Line Managers shall ensure that individuals have the necessary competencies and adequate time to be able to perform this task, i.e. consider individuals' capabilities and the level of their training, knowledge and experience.
 - Ensure that daily work routines are interrupted by changes of task or rest breaks
 - Ensure that there is a system in place ensuring that any new computing equipment is assessed for its health and safety risks before purchase or installation
 - Ensure that employees have means of reporting any illness / problem that may be associated with work and that this problem is addressed by competent people

DSE Champions shall

Be responsible for ensuring that the requirements of the DSE programme are successfully implemented within their area of responsibility. Specific duties include:

- the identification of DSE users;
- the provision of both initial and refresher training for users;
- Ensure that workstation self-assessments are carried out by all individuals under their responsibility, that they are recorded and the identified deficiencies are addressed

- the collation and completion of workstation assessments;
- the management of actions arising from assessment;
- the periodic review of assessments to ensure that they are still valid.
- Participate in DSE Champions forum led by DSE Co-ordinator

Health Manager (or designee) shall

- Ensure that the DSE management programme is implemented effectively, monitored and reviewed at regular intervals
- Appoint a DSE Coordinator
- Ensure that DSE Coordinator is provided with appropriate training

DSE Coordinator shall

- Be responsible for ensuring that the requirements of the DSE management programme are successfully implemented in Az SPU
- Be responsible for the provision of both initial and refresher training for DSE Champions
- Provide up-to-date technical and professional advice
- Assist in management of concerns and problems arising
- Arrange suitable eye / eyesight testing facility as required for DSE users
- Advise on and assist with purchase of ergonomics equipment with the involvement of the company Industrial Hygienist
- Be responsible for ergonomics assessment of the offices prior to move jointly with building operations team and company Industrial Hygienist
- Be responsible for holding DSE Champions forum at least annually
- Periodically review and update this document

Company office services and building operations team shall:

- Be responsible for ensuring that office layouts and workstations are set in compliance with ergonomics requirements
- Be responsible for timely notification of the company DSE coordinator about any office moves (Reference 12, Section 6.0)
- Be responsible for ensuring implementation of recommendations from findings

DSE Users shall

- Adopt relevant information and training provided
- Complete workstation assessments
- Notify respective DSE Champion or DSE Coordinator of any problems or any significant changes to their workstation or to the nature of their work

- Make the necessary adjustments to their workstations to address the identified problems

5.0 Procedure

5.1 DSE assessments

All DSE assessments should be performed as per guidance provided in this document.

A system should also be in place to educate staff about the problems associated with computer use and for them to report any difficulties.

Any new computing equipment should be assessed for its health and safety risks before purchase and or installation.

All DSE Users should have an assessment of their workstation and work practices at once every two years and/or when there is reason to suspect that it is no longer valid for example in the light of changes to the worker population, changes in individual capability, or where there has been significant change to the workstation.

The primary aim of any workstation assessment should always be to identify problems relating to the computer work and to rectify them.

Assessment should cover the following aspects:

- Knowledge of how to set up and adjust the chair and desk (if adjustable).
- Knowledge of how to set up and adjust the computer, keyboard, mouse and screen.
- The size, comfort and support offered by the chair.
- Environmental lighting (e.g. screen is affected by glare or flicker).
- Correct positioning of hands and forearms.
- Work scheduling and rest breaks.
- Any additional equipment (e.g. foot rests, document rests etc.).

The fundamental aim of a risk assessment is to ensure that the precautions, which need to be taken, are related to the risks created by the work.

[DSE Assessment Flow Chart](#) demonstrates the steps to be taken in making a suitable and sufficient assessment.

5.2 Control measures

The importance of good posture cannot be over emphasized and this is encouraged by a well-designed and correctly adjusted chair, see [Working posture for DSE Users](#).

1. Breaks or changes of activity

When planning a day DSE Users should include tasks, which take them away from the DSE. For example, carrying out non-DSE work at another desk or office will provide exercise and provide visual change. If it is not possible to take informal breaks away from the DSE, then formal breaks should be programmed into the work routine. The breaks should be short and frequent, rather than occasional and longer, e.g. a 5 minute break every hour. A short pause every 15 – 20 minutes can also be beneficial for DSE Users to use this time to quickly stretch and to look into the distance. Several researchers also advocate the adoption of a 'micro-pause' technique, that is, short breaks of 10 – 20 seconds taken every 5 – 10 minutes. See

[DSE Users Keepfit Guide](#).

5.4 Eye and eyesight testing

Advice on the eye and [eyesight procedure](#) adopted can be obtained from Health website and/or DSE Coordinator.

2. Information and training

DSE Users should receive information on all aspects of health and safety relating to their workstation together with adequate instruction and training on how to use the equipment properly and how to minimize any risks. Particular attention should be paid to the users role in completing DSE Assessments on paper (see [DSE assessment checklist](#)) or by utilizing [Healthy Computing tool](#).

The information to be provided should include reminders of health and safety risks associated with the use of DSE, the measures taken to reduce them, the provisions made for breaks and changes of activity, the system for reporting problems and the procedure for requesting an eye and eyesight test. These issues are addressed in the Healthy Computing Guide (home workers should be asked to read this note and to adopt the guidance given but they will have to take responsibility for the final design of the workstation in their home).

DSE training can be arranged through the DSE Coordinator or through sending request to Occupational Health AzSPU (OccupHth@bp.com). All training shall be documented in VTA.

3. Record keeping

Actions arising from the assessment should be recorded on paper (see [DSE Form 3 DSE Action Register](#)) or in Healthy Computing tool and tracked until they have been completed.

4. Key Documents/Tools/References

5. [Health issues associated with DSE use](#)
6. [DSE Assessment Flow Chart](#)
7. [DSE Form 1 DSE Users Control Sheet](#)
8. [DSE Form 2 DSE Assessment Checklist](#)
9. [DSE Form 3 DSE Action Register](#)
10. [Working posture for DSE Users](#)
11. [Requirements for Workstations](#)
12. [Eyesight Procedure](#)
13. DSE Leaflets
 - [DSE Users Keepfit Guide](#)
 - [Healthy Computing Guide](#)
 - [Making Friends With Your Notebook Computers](#)
 - [Are You Sitting Comfortably](#)
 - [Do You Hot Desk](#)
 - [Hot Tips for Computer Users](#)
 - [Repetitive Strain Injury](#)
 - [Understanding Ergonomics at Work](#)
 - [Keyboard Shortcuts](#)
 - [Office Protocol](#)
14. [TypingMaster iTutor](#)
15. <http://hse.bpweb.bp.com/globalhealth/default.asp?content=709>
16. [Office move form](#)

Revision/Review Log

Revision Date	Authority	Custodian	Revision Details
14/12/2007	Almaz Aghazade	Ayten Seidova	Periodic review
21/04/2009	Almaz Aghazade	Jafarova Hijran	<ul style="list-style-type: none">• Roles and responsibilities have been revised• Office move document has been added
21/12/09	Almaz Aghazade	Ayten Seidova	<ul style="list-style-type: none">• Frequency of DSE Assessments has been changed