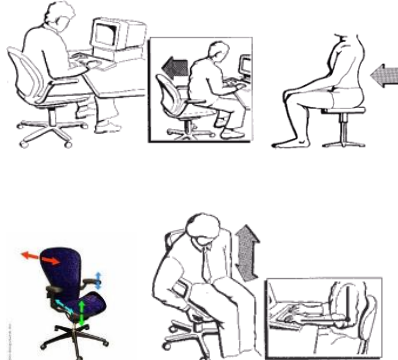









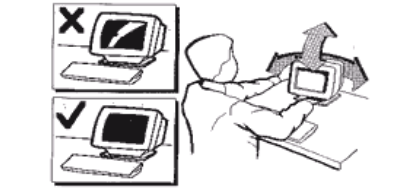

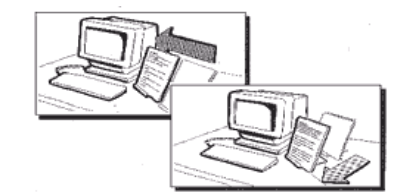
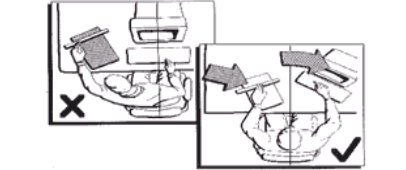
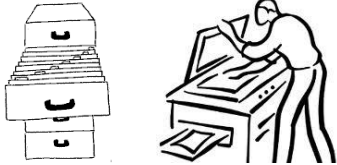





**12 POINT DSE WORKSTATION SET-UP GUIDE**

1. SEATED POSTURE & SUPPORT	CORRECTIVE ACTION TO BE TAKEN BY DSE OPERATOR/USER	
<p>Chair back height and tilt angle should give support to the small of your back and be fairly upright when typing.</p> <p>You should be able to adjust the seat height so that your elbows are approximately level with the desk. Your wrists should be in a relaxed neutral position.</p> <p>Feet should touch the floor and there should be no undue pressure on your bottom and/or thighs (your thighs should be approximately horizontal).</p> <p>Ensure armrests do not prevent you getting close enough to the desk/keyboard or obstruct your elbows whilst typing.</p> <p>Your body position should be 'squared-up' to the desk. You should avoid sitting in a twisted position. Shoulders should be in line with your hips.</p>	<p>Sit right back in your chair so that the back rest provides the best level of support to the lower back. Try not to slouch. Locate the back rest adjustment controls and adjust both in angle and height.</p> <p>Locate the seat height adjustment controls and raise or lower the position and seat height.</p> <p>If your feet do not touch the floor, request a footrest via your line manager.</p> <p>Assess the impact of armrests and if necessary, request that armrests are removed via your line manager.</p> <p>Move the computer so that it is directly in front of you.</p>	  
2. KEYBOARD AND MOUSE	CORRECTIVE ACTION TO BE TAKEN BY DSE OPERATOR/USER	
<p>The keyboard should be a comfortable distance from and parallel with the front edge of desk. There should be space in front of keyboard to rest your hands/arms when not typing.</p> <p>If a keyboard becomes dirty enough, its performance can be affected. Common problems include dead or stuck keys and repeated characters during typing.</p> <p>When a mouse is being used, it should be positioned close to the side of the keyboard on whichever side suits the user and within easy reach.</p> <p>You'll know your mouse needs cleaning when on-screen mouse cursor movement gets jerky, slow, and/or imprecise.</p>	<p>Position the keyboard approximately a hands length from the front of desk/table. Rest your arms whenever your routine allows. Align hands with forearms. Try to work with wrists straight.</p> <p>Hold the keyboard upside-down and lightly tap the bottom of the keyboard. Loose dirt and debris will fall from between the keys. Use computer wipes to clean the surface of the keys.</p> <p>Move your mouse and mouse pad close enough to prevent over-stretching. There should be room in front of mouse so that your hand/forearm is not obstructed when using it.</p> <p>If you have an optical mouse, the sensor usually needs only a quick wipe with a lint-free cloth. If you have a roller ball mouse, you should remove the locking ring and the roller ball. Clean the roller ball and set it aside to dry. Clean the rollers inside the mouse case.</p>	   <p><b>Optical Mouse</b></p>  <p><b>Roller Ball Mouse</b></p> 

	<p>Make sure each element is completely dry before reassembling your mouse by placing the roller ball back inside the mouse, and replace the locking ring.</p>	
<p><b>3. SCREEN</b></p> <p>The screen viewing distance and screen height should suit the user but ensure slightly downward viewing angle to the screen.</p> <p>Screen height should prevent excessive movement of the head and neck.</p> <p>The screen should be free from glare or reflections.</p> <p>Screen characters should be easy to read.</p>	<p><b>CORRECTIVE ACTION TO BE TAKEN BY DSE OPERATOR/USER</b></p> <p>Adjust the monitor distance so that it is approximately arms length.</p> <p>Adjust your monitor until the top of the screen is approximately eye level. Where this cannot be achieved, request a monitor stand via your manager.</p> <p>Adjust your screen to try to avoid glare. Adjust window blinds to reduce glare. If window blinds are not fitted and glare is a problem, request blinds via your line manager.</p> <p>Locate and adjust the brightness and contrast controls until the screen characters are clearly legible.</p>	
<p><b>4. LIGHTING</b></p> <p>Lighting should be sufficient for the task. It should not create disturbing glare or reflections on the screen. Room lighting and task lighting shall ensure satisfactory lighting conditions and an appropriate contrast between the screen and background environment. This can be achieved by natural lighting or local lighting e.g. desk light.</p>	<p><b>CORRECTIVE ACTION TO BE TAKEN BY DSE OPERATOR/USER</b></p> <p>Adjust your DSE so that sources of light, such as windows and other openings and brightly coloured fixtures/walls cause no direct glare and no distracting reflections on the screen. If local lighting is required to illuminate your workstation, request this via your line manager.</p>	
<p><b>5. DESK &amp; WORK AREA</b></p> <p>The area around and under your desk should be kept clear.</p>	<p><b>CORRECTIVE ACTION TO BE TAKEN BY DSE OPERATOR/USER</b></p> <p>Remove any obstacles around and under your desk that may hinder feet from fitting comfortably under the desk. Your workstation should be organised to avoid clutter, unnecessary files or paperwork should be removed to storage area.</p>	
<p><b>6. DOCUMENT POSITION</b></p> <p>Use a document holder or position documents to reduce head and neck movement.</p>	<p><b>CORRECTIVE ACTION TO BE TAKEN BY DSE OPERATOR/USER</b></p> <p>Position document holder as close to the screen and user as i.e. within arms length, same height, distance and angle as the screen. If it is not possible to use a document holder considering placing the document between the monitor and keyboard.</p>	
<p><b>7. EQUIPMENT POSITION</b></p> <p>Think about the positioning of equipment, especially any items that are frequently used including the mouse.</p> <p>The telephone handset should not be cradled while using the computer.</p>	<p><b>CORRECTIVE ACTION TO BE TAKEN BY DSE OPERATOR/USER</b></p> <p>Reposition equipment to avoid excessive stretching. Printers should not be positioned on desk.</p> <p>Hold the handset or consider a headset if you frequently use the phone and computer together.</p>	

8. WORK ROUTINE	CORRECTIVE ACTION TO BE TAKEN BY DSE OPERATOR/USER	
<p>Organise your work so that you have reason to get up out of your chair and away from your workstation e.g. collecting documents from printer, filing etc.</p> <p>Adopt a variety of postures throughout the day.</p>	<p>A break from the task is recommended once in every 60 minutes. A break from the task means that the individual should undertake filing, document sort, pursue queries etc or simply stretch your legs.</p>	
9. VISION	CORRECTIVE ACTION TO BE TAKEN BY DSE OPERATOR/USER	
<p>Ensure you are aware of your entitlement to eye and eyesight testing (even if you already wear glasses).</p> <p>Have regular eye tests. Follow your optician's guidance on repeat eye testing – usually every 2 years.</p>	<p>Ask your manager to discuss your entitlement to eye and eyesight test as per Trust's DSE Policy.</p> <p>If you have not had an eye test in the last 2 years, obtain an eye test.</p>	
10. THERMAL COMFORT & NOISE	CORRECTIVE ACTION TO BE TAKEN BY DSE OPERATOR/USER	
<p>Draughts should be reported and thermal comfort maintained by local means and layers of clothing.</p> <p>Noise that distracts or affects concentration should be reported.</p>	<p>If you experience discomfort from:</p> <ul style="list-style-type: none"> <li>• warm/cold environment</li> <li>• noise</li> </ul> <p>discuss with your manager.</p>	
11. SOFTWARE	CORRECTIVE ACTION TO BE TAKEN BY DSE OPERATOR/USER	
<p>Software should be suitable for the tasks performed.</p> <p>You should understand how to use the software to perform the tasks required.</p>	<p>If you have problems with the software, discuss with your manager.</p> <p>Discuss any software training requirements with your manager.</p>	
12. ANY PROBLEMS?	CORRECTIVE ACTION TO BE TAKEN BY DSE OPERATOR/USER	
<p>Discuss any other issues/concerns with your manager.</p>	<p>Inform your line manager if you experience any problems following changes to your workstation or workload.</p> <p>If you experience any problems whilst using your workstation or have any health and safety related concerns, you should inform your line manager.</p>	