

Keeping Safe using display screen equipment when volunteering

Introduction

This document gives some guidance on using Display Screen Equipment (DSE) correctly to minimise any problems arising from incorrect use.

Best Practice and controls:

The information below provides best practice guidance on how to set up your display screen equipment and associated equipment (whether at RNID sites or at home) where you will use it for a significant amount of time as part of your volunteering role.

If you are working on a RNID premises your volunteer co-ordinator will ensure you are provided with the equipment to allow you set up correctly. Take a bit of time to review your work area to see if any simple adjustments can be made to reduce any potential problems. If you need further information or support, please talk to your co-ordinator.

Chair

- Ensure that the chair you use provides support to your back and lower lumbar region. The angle of your back rest should be as upright as possible, 90-95 degrees is best.
- The seat height should allow your elbows to be just above the desk/table (relaxed shoulders, upper arms vertical, elbows bent at right angles) and your wrists should be in a relaxed, neutral position over the keyboard.
- When sitting on your chair your knees and hips should be at right angles and your thighs should be horizontal with no undue pressure on the underside. If your thighs are not horizontal or your feet are not flat on the floor, use a footrest.

Screen

The screen viewing distance should be at approximately arm's length and the screen height should prevent excessive movement of the head and neck up and down. The top of the screen casing should be at, or just below eye level.

Breaks

Ensure that you take regular breaks from using your laptop or tablet (device), it is important to get up and out of your chair at least once every hour to adjust your posture.

The diagram below is example of how a user and equipment should look when set up correctly.

