

MATERIAL HANDLING

Quality, Health, Safety, Environmental & Energy Manual: Document No:SM-27 Display Screen Equipment (DSE)

Toyota Material handling Equipment Ltd. (TMHUK) ensures that all team members are protected from the health risks of working with display screen equipment (DSE), such as PCs, laptops, tablets and smartphones.

The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, for an hour or more at a time, these workers are 'DSE users', The law applies if users are, for example:

- at a fixed workstation
- mobile workers
- home workers
- hot-desking (workers should carry out a basic risk assessment if they change desks regularly)

The regulations do not apply to workers who use DSE infrequently or only use it for a short time.

General

- 1.0 Incorrect use of DSE or poorly designed workstations or work environments can lead to pain in necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain. The causes may not always be obvious.
- 1.1 In order to eliminate or reduce the effects listed above TMHUK must:
 - ✓ do a DSE workstation assessment
 - ✓ reduce risks, including making sure workers take breaks from DSE work or do something different
 - ✓ provide an eye test if a worker asks for one
 - ✓ provide training and information for workers
- 1.2 All new starters are required to complete a DSE self-assessment within the first 4 weeks of commencement of employment.
- 1.3 If the team member has not been able to make the adjustments required to their workstation etc they are requested to notify their team leader.
- 1.4 A Workstation will always require an immediate reassessment if there is a substantial change to any aspect of that workstation, such as;
 - Major changes are made to the equipment, furniture, work environment or software;
 - Users change workstations;
 - The nature of work tasks change considerably;
 - It is thought that the controls in place may be causing other problems.
- 1.5 If, after completion of the self-assessment, a team leader deems it necessary for a further assessment or the team member is experiencing any difficulties which could be attributed to the use of DSE, then a further 'face to face' assessment can be arranged via the Quality, Health, Safety & Environmental (QHSE) team.

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- 1.6 The Team Leader has the responsibility for the implementation of any remedial actions required as a result of any assessment.
- 1.7 The remedial actions required must be completed in a timely manner.

Eye Tests

- 2.0 TMHUK has engaged with an optician who provides national coverage where an Eyecare eVoucher can be used for a full eye examination plus a contribution towards glasses which are specifically and solely for VDU use. This is for all team members
- 2.1 Procedure for free eye tests
 - a) The user is responsible for arranging their test with the nominated optician
 - b) Upon confirmation of an appointment notify Human Resources (HR) who will provide the applicant with a VDU Eyecare eVoucher.
 - c) The company will meet the cost of a full eye examination plus contribute towards glasses which are specifically and solely for VDU use
- 2.2 There should be a minimum interval of 2 years between eyesight tests unless otherwise recommended by an optician.
- 2.3 Please note that claims cannot be paid unless an authorisation form has been obtained prior to the visit to the optician.

Records

- 3.0 DSE self-assessment will be recorded on the team members training records.
- 3.1 'Face to face' assessments will be retained by the QHSE team for a minimum of 10 years and recorded on the individuals' training records.