

# VDU/DSE Assessor Workbook

Presented by  
Sean Kelleher 086 2660596 info@qualtec.ie  
From  
Qualtec



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## Welcome & Introductions

- Introductions, me & you!
- Housekeeping: Fone, Food, Fire, Finish!
- Notes
- Action Learning
- Great expectations!
- Assessment: Written test, Skills demonstration



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## Course Aim

The aim of this course is to provide you with the Knowledge, skills and attitude to be able to carry out VDU/DSE Assessments



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## Road map

- What, Why?
- Legislative requirements
- Minimum Requirements
- Anatomy & backcare
- Ergonomic principles and Risk Assessment
- Skills demonstration



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## Unit 1 Legislation

The aim of this module is to provide you with an understanding of your rights & responsibilities

At the end of this module you will be able to:

- Explain what VDU/DSE means
- Explain why VDU/DSE Assessments are important
- List the duties of the employer and employees,
- State and explain the requirements of the DSE regulations,
- Explain the implications of not complying with these requirements.



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## What is?

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## Why?

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## Includes:

- ) a work chair and work desk or work surface,  
(b) any optional accessories and peripherals,  
and
- (c) the immediate work environment of the  
display screen equipment

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## Statistics

- Musculoskeletal disorders arise from the  
following work related tasks:
- Manual Handling– 33%
- Materials manipulation– 31%
- Keyboard work– 19%

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## Who does it apply to?

- If the employee has no choice but to use the VDU to carry out his or her work
- If the employee normally uses the VDU for continuous periods of more than one hour
- If the VDU is generally used by the employee on a daily basis

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## Regulation 70: Non applicable equipment

- drivers' cabs/control cabs for vehicles/ machinery,
- computer systems on board means of transport,
- computer systems mainly for public use,
- portable display screen equipment not in prolonged use at a workstation,
- calculators, cash registers etc, and
- typewriters of traditional design

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## Laptops

- A laptop is not covered by these regulations
- Keyboard is not separate and tiltable
- Should not be used for extended periods
- Carry out Risk Assessment
- Set up temporary workstation

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## When?

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## Safety Health & Welfare at Work

### Duty of the employer

### Duties of the employee

- Safe Place of Work
- Safe Access & Egress
- Safe Systems of Work
- Safe Plant and machinery (examples?)
- Provide PPE (Examples?)
- Training (What type?)
- Risk Assessment
- Supervision



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## Display Screen Equipment Regulations 2007

- Are entitled to workstation assessment
- Must be trained in the use of workstation
- Must be given information about H&S factors
- Must be given periodic breaks away from VDUs
- Are entitled to eye and eyesight test
- Must be informed of this

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## Regulation 72: Duties of employer

An employer shall:

- Ensure equipment does not pose risk
- Perform an analysis of the work station
- Take appropriate measures
- Ensure workstation meets minimum requirements
- Provide adequate breaks
- Provide information & training
- Review if change in workstation or equipment

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## Minimum requirements

Display screen:

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## Keyboard

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Work desk or work surface

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Work chair

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Environment

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## Employee/ computer interface

- Software shall be suitable for the task
- Software shall be easy to use
- Appropriate levels of skills & experience
- No monitoring without knowledge of employees
- System should provide feedback performance
- Should display information in a suitable format
- Software ergonomics should be applied

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## Case Law

- Fifield V Denton Hall Legal services
- Legal secretary
- Developed considerable wrist pain



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## Recap– Questions & Answers!

- What is DSE/VDU?
- What is included?
- What is not applicable?
- Duties of employers?
- Duties of employees?
- DSE Regulation requirements?
- Minimum requirements?



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## Unit 2 Anatomy & Backcare

The aim of this module is to provide you with and understanding of how the back works and how it can get injured



**At the end of this module learners should be able to:**

- State the function, composition and characteristics of the main parts of the spine
- Explain the relevance of these characteristics to DSE



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## Spine

- › What is it for?
- › What is it made up of?
- › What is notable about it?



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## Discs

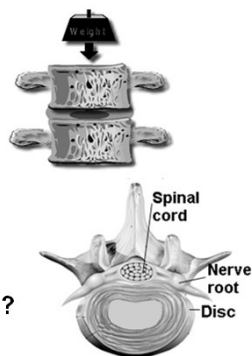
**What do they do?:**

**What are they made up of?**

- › Outer rings- annulus
- › Inner core- nucleus

**› What is notable about them?**

- › Poor Blood supply
- › Poor nerve supply



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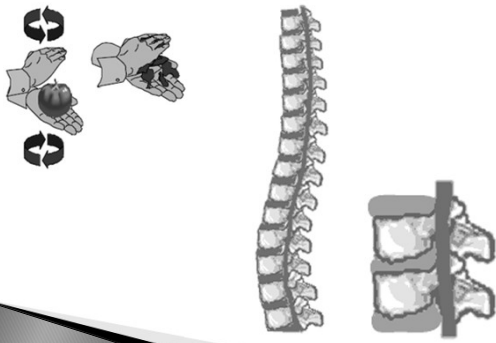
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## Dangerous movements



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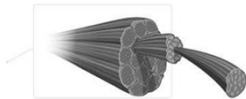
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## Muscles

### What they are made up of:

- Muscles are bundles of fibre



### What is notable about them:

- Good nerve supply
- Good blood supply

### How they can be injured:

Pulled muscle- strain  
Aches, pain from tension  
Thrombosis

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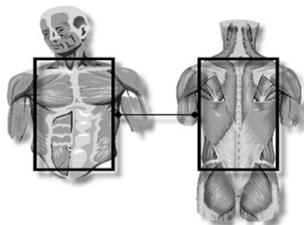
## Postural Muscles

### • What are they for?:

- Posture, protection

### • Examples:

- Abs, neck



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## Tendons

### • What are they for:?

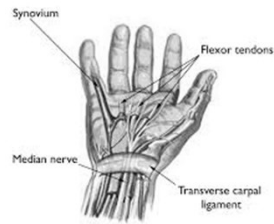
Muscle to bone

### • Examples?

Wrist flexor tendons

### • How they can be injured

Carpel Tunnel Syndrome



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## Posture

What is posture?

- Correct alignment of the body

Why?

Prevent pain, MSDs

How?

Head: Neck:

Shoulders:

Back:

Elbows:

Wrists:

Fingers:

Legs:

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## Other effects

- DSE use does not cause disease or eye damage
- Long spells can result in discomfort or tired eyes
- Use of poor workstations can cause stress
- VDUs do not emit ionising radiation
- DSE can cause headaches from poor image etc.
- DSE does not affect the unborn
- DSE does not cause skin disorders
- DSE does not affect persons with epilepsy

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## Recap– Questions & answers

- Purpose of the spine?
- Purpose of discs?
- Different types of muscles?
- Purpose of these?
- Purpose of tendons?
- Posture?
- Correct alignment?

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## Recap– Questions & answers

- Purpose of the spine?
- Purpose of discs?
- Different types of muscles?
- Purpose of these?
- Purpose of ligaments?
- Purpose of tendons?

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## Unit 4 Ergonomics & DSE Assessment Objectives

The aim of this module is to you the skills to be able to identify hazards associated with DSE use

At the end of this module **You** will be able to:

- ▶ Explain risk assessment & ergonomics
- ▶ Identify risk factors with DSE workstations



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## Explanations

Risk Assessment

Ergonomics



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## How?

- ▶ Stage 1: Initial consultation with employee
- ▶ Stage 2: Observation of the employee working at the computer workstation
- ▶ Stage 3: Identifying the issues that need to be addressed
- ▶ Stage 4: Review the implementation of the action plan

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## Case Study



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## Recap

- Ergonomics?
- Risk Assessment?

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## Unit 5 Fitness & Flexibility

At the end of this module learners will be able to:

- Perform basic stretching exercises.

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## Stretches

- › Shoulder shrugs
- › Neck stretches
- › Arms
- › Back
- › Ankle flexes

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