

Display Screen Equipment D.S.E. Policy

Introduction

Employ My Ability (EMA) places great importance on Health and Safety matters and undertakes to conduct its business in such a way as to ensure the health, safety and welfare of all its employees, visitors and general public in accordance with the Health and Safety at Work Act 1974.

Therefore, EMA has a duty to undertake a risk assessment of an employee's workstation, if they habitually use a computer to carry out their job.

Policy

The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of employees who habitually use a computer while they are at work.

EMA will put in place the following measures:

- Assess the risk of habitually using computers.
- Reduce the risk of habitually using computers so far as is reasonably practicable.
- Provide equipment to enable activities to be undertaken safely.
- Provide suitable supervision, training and information to those involved.

Company Responsibilities:

- Identify whether formal assessment is required.
- Ensure that risk assessments have been undertaken where required.
- Implement control measures where appropriate.
- Ensure that affected employees are suitably trained and informed.

Employee Responsibilities:

- Follow all systems of work laid down for their safety.
- Make full and proper use of equipment provided for their safety.
- Report any defects in systems, practices or equipment.
- Attend training when required to do so.
- Take reasonable care of their own health and safety and that of others.
- Inform their manager when they believe that there is a risk of injury.

Non Compliance

All employees have a role to play in enforcing the policy and are required to deal with any observed or reported breaches. Should employees feel apprehensive about their own safety in regard to addressing any breach, they should seek senior management support.

Failure to comply with this policy may lead to a lack of clarity over job role, learning needs or expected standards of performance, resulting in reduced effectiveness or efficiency, underperformance and putting service delivery at risk.

Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with the Company's Disciplinary Policy up to and including dismissal.

Implementation of the Policy

Overall responsibility for policy implementation and review rests with EMA Senior Management. However, all employees are required to adhere to and support the implementation of the policy. EMA will inform all existing employees about this policy and their role in the implementation of the policy. They will also give all new employees notice of the policy on induction to the Company.

This policy will be implemented through the development and maintenance of procedures for appraisals and one-to-one meetings, using template forms, and guidance given to both managers and employees on the process.

Monitoring Policy

The policy will be monitored on an on-going basis, monitoring of the policy is essential to assess how effective EMA has been.

Reviewing Policy

This policy will be reviewed and, if necessary, revised in the light of legislative or codes of practice and organisational changes. Improvements will be made to the management by learning from experience and the use of established reviews.

Policy Amendments

Should any amendments, revisions, or updates be made to this policy it is the responsibility of EMA's Senior Management to see that all relevant employees receive notice. Written notice and/or training will be considered.

Additional Information

If you require any additional information or clarification regarding this policy, please contact your manager. In the unlikely event where you are unhappy with any decision made, you should use the Company's formal Grievance Procedure.

To the extent that the requirements of this policy reflect statutory provisions, they will alter automatically when and if those requirements are changed.