

Method Statement

Task/Activity	Display Screen Equipment (DSE)	
Next Review Date	01.08.2026	
Originator	Keith Carver	Reviewed by Keith Carver
Site	Fulham Road, Fulham, London	
Site Manager	Grant Lewis	
Date	31.07.2025	

Scope of Works

This details the method to be used when carrying out work utilising display screen equipment

Background / Training Required

Competence working with display screen equipment.

Safety Equipment and PPE required

N/A

Tools and Equipment Required

Tools and equipment required as per task specific set ups for site

Method of Works/Safe System of Works	Risks/Hazards/Controls/Notes
1. Ensure the workstation is suitable for task and laid out in such a manner that allows for a safe comfortable working environment. 2. Ensure that the screen is set at the correct height and distance for the user. 3. Ensure that there is sufficient space on desk to rest forearms thereby reducing potential for wrist related conditions. 4. Check position of DSE equipment to ensure that any lighting is not reflecting on screen causing glare. 5. Ensure that chair is comfortable, can be set at the correct height and adjustable to allow for good posture. 6. Whenever possible, try and adopt a clear desk policy when using DSE equipment. 7. If working at screen for prolonged periods, take a rest at regular intervals and carry out another task such as filing etc. This will give eyes a rest. 8. Complete yearly DSE assessment and send it to your manager. Discuss any potential issues if required.	1. Staff who are required to use a computer system and are classified as habitual users under current legislation trained and competent to use equipment. 2. If computer system used for prolonged periods, staff to ensure that they have sufficient breaks away from the screen. 3. Staff to complete a DSE Self-Assessment at least annually with any issues or complaints noted. 4. Staff when using a computer to ensure that the workstation is suitable for them to use. 5. Staff to assume a good posture when using a computer system to remove the potential for upper limb disorders. 6. Habitual users offered eye test annually as per Company Policy.

Office ergonomics start with

A R M S

A is for adjustment and alignment

A simple chair adjustment makes a huge difference, says Karen Bitzer, occupational therapist and rehab manager at University Hospitals Case Medical Center.

Adjust the height of your chair, back rest and armrests, so that your elbows, hips and knees are bent at a 90 degree angle, and your forearms and thighs are parallel to the ground.

Ensure that your feet are parallel to the floor and your wrists are level with your desk.

If you work in front of a computer, adjust your monitor to about eye-level, so that you're glancing slightly down.

R is for relaxation

Taking a break is beneficial to both your mind and body, Bitzer says. When your muscles are constantly contracting, toxins begin to build up. Relaxing improves circulation, removing those toxins and providing oxygen to your tissues.

Tip: Visit a co-worker at his or her desk to deliver a message instead of sending an email.

M is for motion

"The next posture is the best posture," says Gary Allread, program director for the Ohio State Institute for Ergonomics. "There's no one bad posture as long as you don't use that posture all day long." So mix up the muscles you're using throughout the day.

S is for standing and safety

Stand at every opportunity, suggests Tom Adams, an ergonomist at the Cleveland Clinic. Stand up during meetings, or while you're talking on the phone.

Tip: If you spend more than 30 percent of your day on the phone, use a headset to avoid straining your neck. Position the phone on your non-dominant side so that you can easily jot down notes as you talk.

Tip: Every half hour, take a micro-break for a minute or two, Bitzer suggests.

1. Let your arms hang down to your sides and shake out your hands and wriggle your fingers.
2. Shrug your shoulders, then move them in a circular motion first back then forward. Finally, pull your shoulder blades together and release them.
3. Pump your ankles and point and flex your feet.
4. Straighten and bend your legs at the knee.
5. Cover your eyes for a few seconds and then focus them on something on the distance to prevent eye strain.

— Natalie Villacorta,
The Plain Dealer

SOURCES: University Hospitals Case Medical Center Occupational Therapy Department; Ohio State Institute for Ergonomics

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