

Leaflet Distribution Services Ltd Workstation Policy

Safe use of IT equipment

LDS recognises it has a duty of care to ensure that employees using **computers** and other **IT equipment** operate safely under the Health and Safety (Display Screen Equipment) Regulations 1992. This is to reduce the risk of repetitive strain injury (RSI), headaches and other aches and pains.

In particular LDS will;

- ensure workstations and workplace layout meet a range of minimum requirements in areas such as clarity of image, adjustable chairs and suitable lighting
- ensure staff receive a Display Screen Equipment risk assessment and that any arising problems are resolved
- give staff regular breaks away from display screens or allow them to switch to a different activity
- pay for employees' eye tests on request
- provide training to make sure staff can use their visual display unit (VDU) and workstation safely in terms of ergonomic set up.

Managing Director

