IMPERIAL COLLEGE LONDON

COMPUTER HEALTH AND SAFETY POLICY

1. Policy Statement

All work involving use of computers and other display screen equipment must be organised so as to protect the health of those involved and to ensure that the computer workstations comply with the Health and Safety (Display Screen Equipment) Regulations 1992.

Departments must ensure that their arrangements can achieve the policy objectives. Individuals with specific responsibilities under the Policy can delegate these to others, but retain accountability.

2. Responsibilities

2.1. Heads of Department are responsible for:

2.1.1.   Ensuring all work with computers in their departments is managed to avoid health risks

2.1.2.   Appointing a competent person to act as Departmental Computer Health Assessor

2.1.3.   Ensuring workstations supplied for staff use comply with ergonomic standards and that sufficient resource is allocated to replace damaged or defective chairs and equipment.

2.1.4.   Ensuring appropriate action is taken to resolve health risks identified through workstation assessments.

2.1.5.   Ensuring all staff & students using computers are provided with information and, where required, training on associated health risks & their control

2.1.6.   Ensuring all staff entitled to Optician's services are informed of their entitlements.

2.2. Computer Health Assessors are responsible for:

2.2.1.   Monitoring the conduct & outcome of workstation self-assessments

2.2.2.   Assisting individuals with workstation assessments

2.2.3.   Advising on the resolution of problems identified through work-station assessments

2.2.4.   Reporting significant problems to Line Managers

2.3. Line Managers are responsible for:

2.3.1. Ensuring staff have appropriate computer equipment to undertake the work they are employed to do.

2.3.2. Ensuring assessments of work stations in their area are carried out when appropriate

2.3.3. Ensuring allocated computer tasks are organised to avoid long periods of uninterrupted use.

2.3.4. Supporting Computer Health Assessors in resolving local problems

2.4. Individual users are responsible for:

2.4.1. Assisting with assessment of workstations supplied for their use

2.4.2. Reporting problems identified through the workstation assessments

2.4.3. Following College guidance on safe practice in use of computers

2.4.4. Reporting health problems possibly induced through computer work

2.5. The Director of Occupational Health is responsible for:

2.5.1. Providing guidance on the safe use of computer equipment

2.5.2. Advising on the assessment of computer workstations

2.5.3. Providing training and support for Computer Health Assessors

2.5.4. Advising on appropriate training for users

2.5.5. Organising appropriate eye & eyesight testing for computer users

2.5.6. Arranging for provision of spectacles where required under Display Screen Equipment regulations

2.5.7. Advising on management of users experiencing health problems in relation to computer work

2.6.   Guidance issued under the policy

Guidance notes for Users
Computer Health & Safety Assessment Checklist

All documents are available on the OH web pages under 'Computer Health'

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Appendix 1: Definitions

1. Display screen equipment

All computers or other equipment utilising alpha-numeric or graphical display screens, including microfiche readers and similar equipment.
Television equipment is included if its main function is display of alpha-numeric data.
Calculators, typewriters and cash registers with small 'fixed window'-type display are not classed as display screen equipment for the purposes of College Policy.

2. A computer workstation

The computer equipment, including display screen, keyboard, pointing devices and other peripherals (printers, scanners etc) **plus** the desk and chair provided for use **and** the immediate environment around the desk.

Associated equipment such as document holders or footrests, if provided, are also included.

3. A User

Any member of staff who usually works **for 1 or more hour per day** is a User.