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VISUAL DISPLAY POLICY

This policy document applies to your employment at [*Insert organisation address*], the "Organisation" and all other Organisation sites that you may be asked to work at from time to time. Furthermore this policy also applies to employees who work from home either full or part-time.

For any policy to be effective it must be applied throughout the Organisation, this policy applies to all staff that regularly use a computer screen during the course of their daily work.

1. Policy Statement

1.1 It is the Organisation's intention to provide and maintain a healthy and safe working environment for all its employees and for others who work or visit the Organisation's premises and to provide the same for any employees who work from home, whether full or part-time. As well as ensuring that all that is reasonable and practicable is done to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 and any accompanying regulations.

2. Assessment of Equipment

2.1 The Organization will carry out a risk assessment of each workstation and where a workstation is shared the assessment will take into account all the users of that particular workstation.

2.2 The risk assessment identifies issues or problems with workstations, employees' use of them and the surrounding environment. The risk assessment form also contains advice to reduce or eliminate risks and records any action deemed to be necessary.

3. Regular Screen Breaks

3.1 All employees who use a computer should take regular and adequate breaks from looking at their screens. It is recommended that such employees take a five-minute break to do alternative work, either at their desks or away from their desk every 30 minutes.

4. Yearly Eye Tests

4.1 All employees who use a computer are entitled to an eye test every 12 months; the employer must meet the costs of the eye test.

4.2 The eye test must be carried out by a “competent person” – this means a qualified optician.

4.3 If an eye test reveals any problems with an employee’s eye, which may affect their use of a computer, the employee should inform *[Insert manager's name]*. This will allow the Organisation to consider making appropriate changes to the employee’s workstation and/or work undertaken.

4.4 The employer will keep written records of who receives free eye tests, the dates, costs and results of the tests.

4.5 *[Insert manager's name]* will record each employee’s eye test using an Eye Test Record Sheet, which will be kept with the employee’s file.

**Sample document – the remaining are clause headings only
Full document contains all clauses**

5. Training

6. Reporting

7. Date of Implementation

8. Questions

9. Alteration of this Policy

Also includes the following:

WORKSTATION RISK ASSESSMENT FORM

EYE TEST RECORD SHEET