

Health & Safety Issues

Health Problems from using a Computer

- Headaches/sore eyes
 - Use an anti-glare screen
 - Change brightness/contrast of monitor
 - Close blinds
 - Regular eye tests and short breaks/changes in activity
- Sore back/shoulders/wrists
 - Have an adjustable chair
 - Regular changes in activity
 - Provide a wrist rest
- What an employer must do to minimise these issues is stated in legislation (a law).....

Health & Safety (Display Screen Equipment) Regulations 1992

- Employers are required to:
 - Ensure workstations meet requirements (e.g. space, light etc.)
 - Provide users with **training**
 - Ensure the working day involves changes in activity (i.e. work away from the computer at regular intervals)
 - Arrange and pay for regular eye tests for VDU (Visual Display Unit) users

Accidents

- Accidents do happen
- When they happen in the workplace a record of them must be kept
- This is true because of a piece of legislation called RIDDOR

RIDDOR 1995

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
 - Death/major injury – notify authorities, fill out Accident Report Form
 - Injury – fill out an **Accident Report Form**
 - Disease/Dangerous Occurrence – employer must pass on a disease report form to the authorities within 10 days
 - Records – must be kept for **3 years** after the date of the incident. Include date, time and place of incident, personal details of those involved, description of event/disease.
 - This Act is used, for example, in food poisoning outbreaks

Dealing with Health and Safety - Procedures

ACCIDENT REPORT

This form should be used to record the details of any accidents on the business' premises and then forwarded to the person in charge of Health and Safety.

Name and position of injured person	<i>T Durden</i>
Date and time of accident	<i>4 September, 10.30 am</i>
Brief description of accident	<i>Burned hand with boiling water</i>
Activity at time of accident	<i>Making tea</i>
Place of accident	<i>Staff Room</i>
Details of injury	<i>Burn on back of right hand</i>
First aid treatment (if given)	<i>Cold water and dressing</i>
Casualty taken to hospital/doctor?	<i>Ambulance and Hospital</i>
Expected absence?	<i>One day</i>
Name(s) and position(s) of witnesses	<i>M Singer, Sales Department</i>

- ▶ Businesses will create the following **PROCEDURES** (ways of working) to help deal with health and safety risks.

- *FIRST AID PROCEDURES*
- *ACCIDENT REPORTING PROCEDURES*
- *EMERGENCY PROCEDURES*
- *TRAINING PROCEDURES*

Task

- Working in pairs:
 - Select an “Accident” each
 - Fill in the **Accident Report Form** provided
 - One person is playing the part of the injured person and describes what happened (make up the details) – your job title is **Admin Assistant**
 - The other person is the **Human Resources Manager** who will interview you and fill in and sign the form
- **HR Managers** - then take your completed forms and fill in the details in the **Accident Book**
- When finished, swap roles and repeat the process using the other ‘accident’

Finding a Solution

- Give the person who had the 'accident' their own Accident Report Form
- On the back of your Accident Report Form:
 - I want you to think of a solution to the accident – ie. What could you do to stop the same thing happening again?

OR

- What should you have done in the first place?

Write this down on the back of the form

Review

- All accidents are recorded individually using an **Accident Report Form**
- Information from that form is then recorded **centrally** in an **Accident Book** (held at reception)
- The Act of law which states what should happen in cases of accidents, disease outbreaks etc. is called **RIDDOR** (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)
- The Act of law which gives guidance to employers and employees when using a PC as part of their normal job is the **Health and Safety (Display Screen Equipment Regulations)**