

## Risk Assessment Summary Sheet

Ref 046

### Activity/Workplace; Use of Visual Display Units (VDU)

Generic Risk Assessment						Risk Assessment after application of Control Measures					
Hazard	Risk	Risk Group	Likelihood	Severity	Risk Rating before controls	CONTROL MEASURES	Responsible Person	Likelihood	Severity	Risk Rating after controls	
Incorrect work station layout, VDU equipment not adjusted to suit operator	Musculoskeletal disorders; repetitive strain injuries, operator stress.	Employees	3	4	12			VDU assessments to be completed for all users Ensure correct workstation layout to suit user/operator The monitor/screen must be positioned to avoid glare and reflection from other light sources, windows etc. Adequate space must be provided (min 4.65 m <sup>2</sup> per person). Chairs, monitors and keyboards must be adjustable and adjusted to suit individual users to prevent the user/operator adopting a bad posture. Foot rests, document holders, task lighting must be provided as necessary. Allow adequate rest breaks away from screen. Provide operators with eye test where necessary. Relevant employees to receive toolbox talks on Use of VDU's on a regular basis.	Line Management	1	4
Operator adopting bad posture due to incorrect layout of work area and VDU	Musculoskeletal disorders; repetitive strain injuries		3	4	12	1	4			4	
Incorrect or insufficient lighting	Eye strain, operator stress		2	4	8	1	4			4	
Glare or reflection on screen	Eye strain, operator stress		3	3	9	1	3			3	