

**Legislative Council Panel on Manpower
(Meeting on 20 March 2003)**

**Commencement of the Occupational Safety and Health
(Display Screen Equipment) Regulation**

PURPOSE

This paper briefs Members on the work of the Administration in promoting the requirements of the Occupational Safety and Health (Display Screen Equipment) Regulation (“the Regulation”), and on our proposal to bring the Regulation into operation in July this year.

BACKGROUND

2. The Regulation aims to protect the safety and health of employees who use display screen equipment (DSE) at work for prolonged periods of time. It is targeted at those employees using DSE almost every day, and continuously for at least four hours during a day or cumulatively for at least six hours during a day, i.e. “users” as defined in the Regulation. The Regulation also binds the Government. The total number of employees to be affected by the Regulation is expected to be modest (around 160 000). They are mostly in the sectors of financial services, telecommunications and information technology.

3. The main requirements of the Regulation are conducting workstation risk assessments, reducing identified risks and providing safety and health training on the part of employers or persons responsible for workplaces, and complying with precautionary measures on the part of users. Risk assessments of the existing workstations have to be conducted within 14 days after the commencement of the Regulation. Non-compliance with the Regulation entails a maximum fine of \$50,000 for responsible persons or employers, and in the case of users, a maximum fine of \$10,000.

4. The Regulation was approved by the Legislative Council on 24 April 2002. It is intended that it would commence operation after a grace period of 12 months. Since the enactment of the Regulation, we have been promoting its requirements so as to assist duty-holders in preparing for full compliance.

PROMOTION OF THE REGULATION

5. In collaboration with the Occupational Safety and Health Council, relevant employer associations, trade unions and professional bodies as well as the Civil Service Bureau, we have been organizing a variety of activities to publicize the requirements of the Regulation.

6. These promotional activities include distributing publications, viz. a pamphlet, the Health Guide and the draft Code of Practice, disseminating information through Labour Department's Home Page and the Labour Focus, organizing open seminars, outreach health talks and centre-based training courses, mounting roving exhibitions as well as conducting promotional visits to affected establishments that employ a considerable number of users.

7. A copy of the pamphlet, the Health Guide and the draft Code of Practice are at Annex for Members' information. The published version of the Health Guide and the draft Code of Practice are the same as the version submitted to the Legislative Council Sub-committee on the Regulation for its meeting held on 28 February 2002.

8. As at 28 February 2003, the number of major promotional activities conducted was as follows: -

<u>Activity</u>	<u>Number</u>
(a) Publications distributed	335 000
(b) Seminars, health talks and training courses held (with 12 485 attendances)	299
(c) Roving exhibitions mounted	19
(d) Promotional visits conducted	243

COMMENCEMENT OF THE REGULATION

9. We propose to bring the Regulation into operation in July 2003. It is anticipated that the affected trades would have little difficulty in complying with the Regulation by that time for the following reasons: -

- (a) Through our intensive promotional efforts, the affected trades should be fully aware of the requirements of the Regulation.
- (b) The total number of employees affected by the Regulation is expected to be modest (around 160 000), based on the legal definition of “user”. Individual affected establishments would only need to manage a small number of affected employees.
- (c) The persons responsible for workplaces should have little difficulty in performing a workstation risk assessment. Such an assessment is a relatively simple process based on a checklist and can be performed by a person who has basic knowledge of the use of DSE and the associated health risks.
- (d) Employers should not find it difficult to provide safety and health training to their employees, as such training can be conducted through the showing of videos or distribution of educational materials.
- (e) The expenses involved in making improvements to workstations would not impose a heavy financial burden on employers. This is because most risk reduction measures, e.g. adjusting the height of the chair, repositioning the screen, etc., would not incur any cost, and where accessories have to be added or furniture to be replaced, the cost would be small. After all, the social benefits of reducing health problems associated with the prolonged use of DSE far outweigh the costs involved.

10. The Commencement Notice will be published in the Gazette and tabled at the Legislative Council for negative vetting.

PUBLICITY ON THE COMMENCEMENT

11. In order that duty-holders are well informed of the commencement date of the Regulation, we will step up our publicity efforts two weeks before the commencement date, including launching TV and radio Announcements of Public Interest, sending letters to the affected large establishments, issuing a press release and arranging a press interview.

12. We will also issue the Code of Practice on the same day as the commencement of the Regulation. A Gazette Notice of the issue of the Code of Practice will be published for general information.

Labour Department
March 2003

A Brief on the Occupational Safety and Health (Display Screen Equipment) Regulation

The Occupational Safety and Health (Display Screen Equipment) Regulation was approved by the Legislative Council on 24 April 2002 and will be brought into operation after a grace period of 12 months.

The Regulation aims at protecting the safety and health of employees who use display screen equipment at work for prolonged periods of time. The main provisions of the Regulation are as follows:

1 The person responsible for a workplace shall perform a risk assessment of a workstation in the workplace before it is first used by users, and shall review the assessment if there has been a significant change in the conditions of the previous assessment or in the workstation;



2 The responsible person shall, so far as reasonably practicable, keep a record of all risk assessments, and shall retain that record for a period of at least 2 years after the workstation ceases to be used by any user; and shall produce the record for inspection;

3 The responsible person shall take steps to reduce any risk identified in a risk assessment to the lowest extent as is reasonably practicable;

4 The responsible person shall, so far as reasonably practicable, make available to users a copy of the risk assessment record and the record of actions taken after the assessment;

5 The responsible person shall, so far as reasonably practicable, ensure that the workstations in the workplace are suitable having regard to the safety and health of users of those workstations;

6 An employer shall, so far as reasonably practicable, ensure that a user employed by him is provided with necessary safety and health training in the use of workstations; and

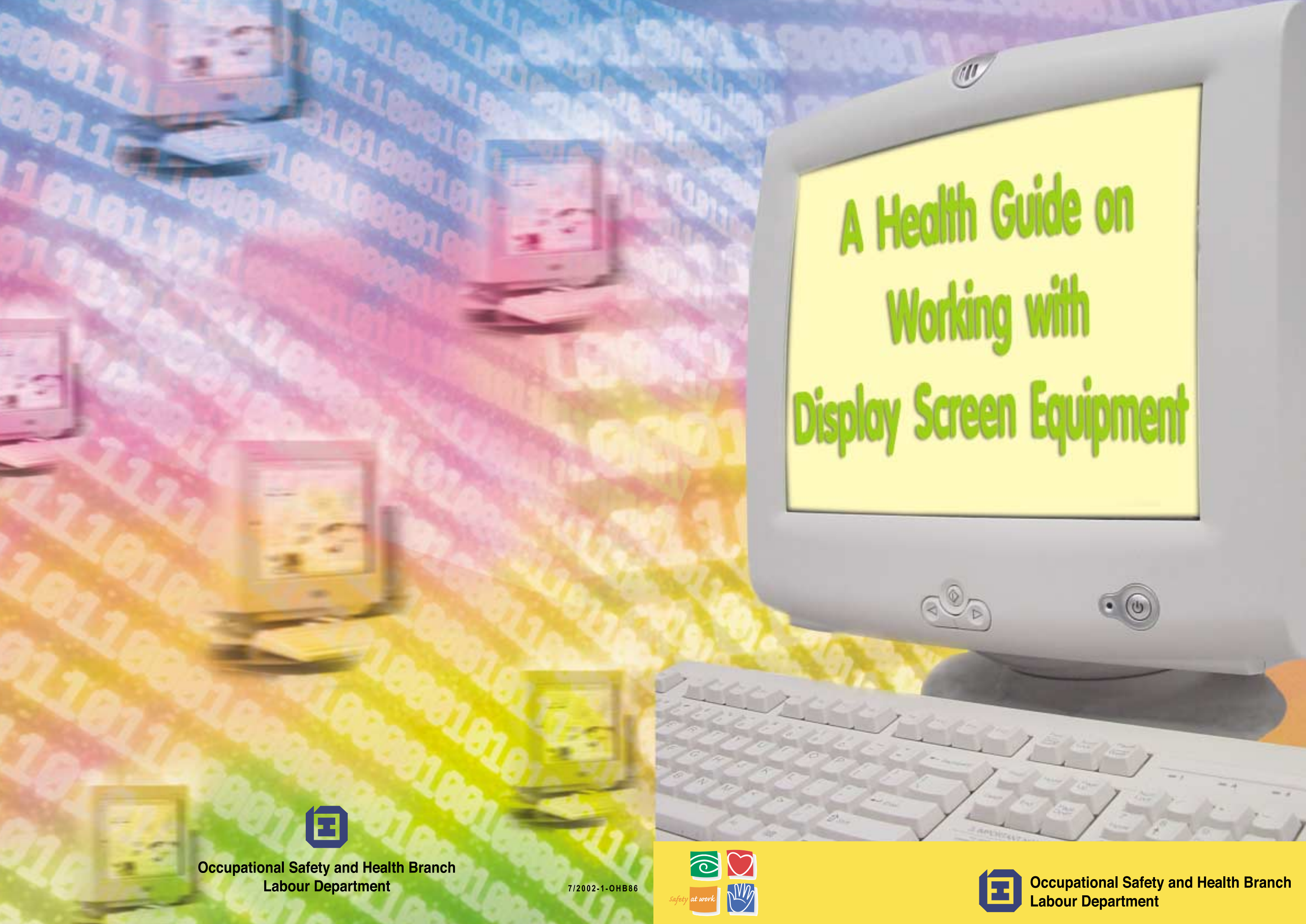


7 A user of a workstation in a workplace shall, so far as reasonably practicable, conform to the system of work and work practice; and comply with the risk reduction measures.



If you wish to know more about the Regulation, you can either refer to the original text or contact Occupational Health Service of the Labour Department through:

Telephone: 2852 4041 Fax: 2581 2049
E-mail: laboureq@labour.gcn.gov.hk



A Health Guide on Working with Display Screen Equipment



Occupational Safety and Health Branch
Labour Department

7/2002-1-OHB86



Occupational Safety and Health Branch
Labour Department



This Health Guide is prepared by the Occupational Safety and Health Branch, Labour Department

First edition June 2002

This Health Guide is issued free of charge and can be obtained from offices of the Occupational Safety and Health Branch. Its contents can also be downloaded from the Labour Department website at <http://www.info.gov.hk/labour/eng/public/index.htm>. For enquiries about addresses and telephone numbers of the offices, please contact us through telephone 25592297.

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Preface

The Occupational Safety and Health (Display Screen Equipment) Regulation was approved by the Legislative Council on 24 April 2002 and will be brought into operation after a grace period of 12 months. The Regulation aims at protecting the safety and health of employees who use display screen equipment (DSE) at work for prolonged periods of time.

This booklet is intended to help employers and employees minimize health risks associated with prolonged work with DSE in the office environment. Part I explains the meaning of 'display screen equipment', 'workstation' and 'user' in the context of the Regulation. It also discusses various health issues related to prolonged work with DSE. Part II provides guidance on the requirements in respect of risk assessment of workstations. Part III gives practical guidance on the ergonomic requirements of workstations and measures for reducing risks, safety and health training, as well as users' responsibility. Part IV covers offences under the Regulation.

Occupational Safety and Health Branch
Labour Department
June 2002

Part I

« What is display screen equipment (DSE) ? »

- 1.1 Under the Occupational Safety and Health (Display Screen Equipment) Regulation (the Regulation), 'display screen equipment' means any display screen which shows letters, numbers, characters or graphics, regardless of the display process involved. It covers conventional display screens, whether based on cathode ray tube displays, flat panels or any other display technology, e.g. ordinary computer displays and microfilm viewers.



« What is a workstation? »

- 1.2 Under the Regulation, 'workstation' means an assembly comprising the DSE, any chair, desk, work surface, printer, document holder or other item peripheral to the DSE, and the immediate working environment around the DSE, e.g. lighting and noise.



« Who and how are employees affected by the use of DSE ? »

- 1.3 Employees using DSE only occasionally are unlikely to suffer significant health problems arising from the use of such equipment. However, some employees, by reason of the nature of their work, are required to use DSE for a prolonged period of time almost every day ('user' under the Regulation). Please refer to the Code of Practice for Working with Display Screen Equipment for practical guidance as to whether an employee is a "user" as defined in the Regulation.

1.4 As a result of prolonged DSE work, users could suffer discomfort and other short-term health problems like upper limb pains and discomfort, eyestrain, fatigue and stress. Whilst many of these problems are temporary and may go away after work, they can and should be avoided. If the temporary ailments are ignored, such symptoms can deteriorate into chronic health problems requiring long-term treatment which is expensive to both employers and employees, and ultimately to the health care service at large. Further information on DSE-related health issues is at the Annex.



« Which workstation is covered by the Regulation? »

- 1.5 In any workplace, there may be workstations which are set up for use by different persons for different purposes. For the sake of protecting the safety and health of users, those workstations that fulfil the following conditions fall within the scope of the Regulation:
- a) provided by a person responsible for the workplace (employer or occupier of the workplace, as the case may be) to be used by users for work;
 - b) not intended for use by the public; and
 - c) normally used or intended to be normally used by users.
- 1.6 The Regulation, therefore, does not apply to workstations that are normally used by employees who are not users (as defined in the Regulation), nor to workstations that are intended for public operation, e.g. workstations in public libraries and information/directory kiosks.
- 1.7 Moreover, the following DSE applications that would pose minimal health risks are excluded from regulatory control :
- a) DSE that is used mainly to show pictures, television or films;
 - b) drivers' cabs or control cabs for vehicles or machinery;
 - c) DSE on board a means of public transport;
 - d) portable systems not in prolonged use;
 - e) calculators, cash registers or any equipment having a small data or measurement display required for direct use of the equipment; or
 - f) window typewriters.

Part II

« As a person responsible for a workplace, how can I assess the risks arising from workstations? »

- 2.1 Under Section 4 of the Regulation, a person responsible for a workplace should perform a risk assessment of a workstation in the workplace before it is first used by users. Please refer to the Code of Practice for Working with Display Screen Equipment for practical guidance on how such a risk assessment should be performed.
- 2.2 The responsible person should review the risk assessment performed in respect of a workstation whenever there has been a significant change in the workstation or in the conditions of the previous assessment, for example:
- workstation furniture;
 - hardware devices particularly the screen, keyboard or other input devices; and
 - working environment.



After completing the review, the responsible person should revise the assessment record accordingly.

- 2.3 The responsible person should also, so far as reasonably practicable, keep and retain a record of all risk assessments performed by him in respect of a workstation for a period of at least 2 years after the workstation ceases to be used by any user.
- 2.4 The responsible person should produce the risk assessment records for inspection by an occupational safety officer upon request. In case he is unable to do so, he should deliver a copy of those records to the occupational safety officer within the period specified in the request in writing sent by the officer.



« How to reduce the risks ? »

3.1 Under Section 5 of the Regulation, the person responsible for a workplace is required to reduce any risks identified in a risk assessment of a workstation to the lowest extent as is reasonably practicable. For the information of the users concerned, he should, so far as reasonably practicable, make available to them the record of the findings of the risk assessment and the record of actions he has taken to reduce the risks (Section 6). He should also, so far as reasonably practicable, ensure that workstations in the workplace are suitable with regard to the safety and health of users of those workstations (Section 7). The guidance in the following paragraphs describes the general requirements for setting up such a workstation. The responsible person may need to reduce the risks through modifying the work organization or work practice.

« General Requirements for a Workstation »

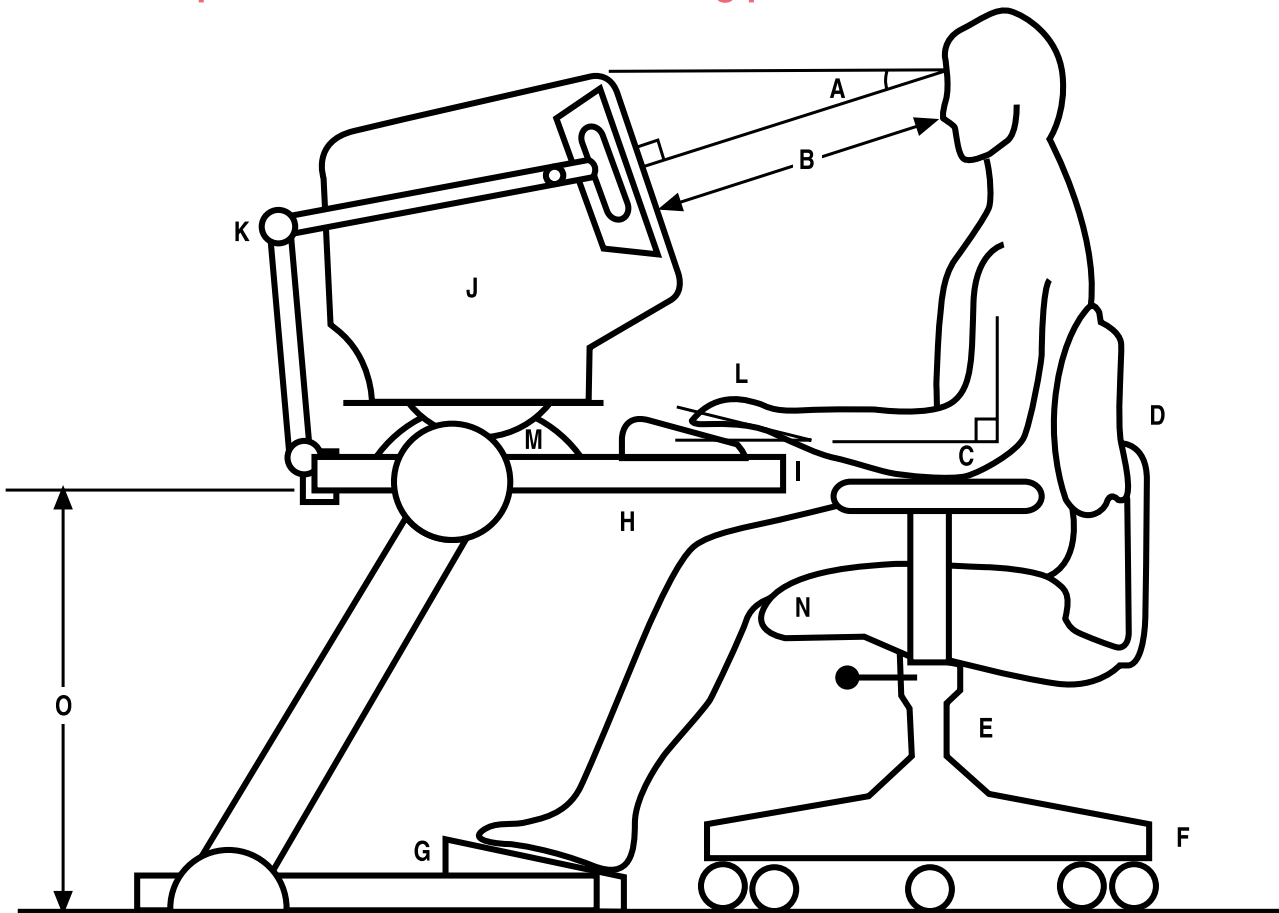
3.2 A workstation is preferably designed ergonomically such that the safety and health of the user are secured, apart from fulfilling the inherent requirements of the task.* The main features of such a workstation and some suggested precautionary measures are as follows (please also see the diagram) :

***Note:** In general, the requirements are fully applicable to a typical office environment. However, there are special situations where some of these requirements may not be applicable because of the inherent characteristics of the task or some practical considerations, for example:

- a) when a user needs to rapidly locate and operate emergency controls, a detachable keyboard may not be suitable;
- b) a user who is on wheelchair normally could not adjust the seat height of the chair;
- c) when the original document is of poor quality, the scanned image on screen may not be clear.

In these special situations, the responsible person may need to make some other arrangements to ensure the safety and health of the worker when the latter performs DSE work.

Diagram : The optimal workstation and working posture



- A. First line on screen at about or just below eye level
- B. Comfortable viewing distance e.g. 35 - 60 cm for text of normal font size
- C. Forearm at about right angle to arm
- D. Backrest adjustable in height and tilt
- E. Adjustable seat height : allowing the user to sit with thighs approximately horizontal, lower legs vertical and feet resting firmly on the floor
- F. Stable base, with castors if necessary
- G. Firm footrest if required
- H. Adequate legroom
- I. Support for hands
- J. Screen at about right angle to line of sight
- K. Adjustable document holder if required
- L. Wrist kept straight or at most slightly inclined
- M. Screen support easily adjustable for rotation and tilting
- N. Rounded or scrolled edge seat pad
- O. Adjustable table height preferable

Screen

The screen should give a clear, sharp and steady image.

- * Replace aging monitors or repair defective ones.
- * Clean the screen if necessary.
- * When the colour blurs or the image deteriorates, try to relocate the screen away from any source of strong electromagnetic fields, e.g. high power speakers, or vice versa.
- * In avoiding image deterioration caused by external electromagnetic fields, a LCD monitor may be chosen.
- * If the software application allows, turn the display to light characters on a dark background to make the flicker less perceptible.
- * Users who are susceptible to the flickering effect should look for other screen models which produce a more stable display



The characters should be of adequate size, with adequate spacing between the characters and the lines.

- * Use a monitor of adequate screen size.
- * Adjust the image size and spacing by software control.
- * Adopt a viewing distance where the image can be comfortably read. A distance of 35 - 60cm would be appropriate for text of normal font size.

The brightness and contrast of the image should be easily adjustable.

- * Choose a screen with brightness and contrast controls.
- * Always set the brightness and contrast to a comfortable level.

The screen should be swiveled and tilted, if so adjustable, to suit the needs of the user.

- * A screen with swivel and tilt adjustment is preferable.
- * Adjust the screen to make viewing comfortable.

Keyboard

The keyboard should be tiltable and detachable from the display screen so that the user may adopt a comfortable working posture.

The surfaces of the keyboard and keytops should be non-reflective. The letters and symbols on the key tops should be clear and easily recognizable.

There should be sufficient space in front of the keyboard to provide support for the hands.

- * The table edge should preferably be rounded.
- * A wrist support pad may be considered if the user finds it more comfortable.



Work Surface

The work surface should be large enough for the screen, keyboard, document and peripheral equipment.

- * If the mouse is used intensively, the work surface or the keyboard shelf, if provided, should be large enough to hold the mouse as well. This allows the mouse to be within easy reach.
- * If the work surface is limited, try to reorganize the surface layout. Less frequently used items may be taken away.
- * Try to use compact equipment.
- * Before new DSE is installed, it is desirable to anticipate the space allocation for the workstations.



The heights of the work surfaces for the screen and keyboard should be set to suit the needs of the user.

- * For optimal screen positioning, place the screen in front of the user. The first line of screen display should preferably be at or slightly below the eye level.
- * The screen height may be adjusted simply by placing the monitor on a stable object, e.g. the computer case. Other options like using height adjustable monitor arms can also be considered.
- * The keyboard and the mouse should be positioned at a height that allows the user to adopt a natural hand-arm posture, i.e. the upper arms held vertical and the forearms approximately horizontal.
- * So far as reasonably practicable, a height adjustable desk should be used to support the keyboard, the mouse or other input devices so that the natural hand-arm posture can be adopted.
- * If a desk of fixed height is used and it is too high, an adjustable keyboard shelf can be installed under the desk to keep the keyboard at the right level. Alternatively, one may raise the chair to suit the height of the table and provide a suitable footrest to compensate for the raised seat height.

There should be adequate legroom below the work surface.

- * Ensure that the workstation has sufficient legroom so that the user may stretch his legs or change posture.
- * Clear any obstructing materials beneath the work surface.

A document holder, if provided, should be stable and preferably be adjustable, and be properly positioned to avoid awkward neck posture and movement.

Chair

The chair should be adjustable in height to suit the body size of the user.

- * The chair should be so adjusted that the user can sit with thighs in a horizontal position when the lower legs are vertical and the feet are resting firmly on the floor. In general, the seat height should be adjustable in the range of 40 - 50cm from the floor.
- * The seat height control should preferably be operable from the normal sitting position, and excessive force or tools should not be required.

The backrest should be easily adjustable in both height and tilt to provide adequate support to the lower back.

The seat pan should be of appropriate hardness and the front edge should be scrolled.

Armrests, if provided, should not interfere with keyboard operation.

The chair should have a stable base. Smooth castors should be provided at its base to allow easy movement if mobility is required.

- * A five-pronged base is generally recommended to prevent the chair from toppling over.
- * The type of castor should suit the properties of the floor surface. Castors with low resistance should not be used on a hard floor surface.



Footrest

A stable footrest should be made available to the user if the chair is too high for the feet to rest firmly on the floor.

- * The footrest should be stable, should have a non-slip surface and be of sufficient size to allow some freedom of movement. The inclination of the support surface should preferably be adjustable.



Illumination

General lighting or task lighting should be suitably provided in accordance with the nature of the work and the visual demand on the user.

- * The wall, ceiling and floor surfaces should be of medium reflectance to avoid gloom or glare.
- * When documents are read in conjunction with computer work, it is best to use low lighting for the surrounding and a desk lamp for reading the documents. If task lighting is not provided, the illuminance level of the work area should be 300 - 500 lux.



Reflections and Glare

Reflections and glare should be avoided.

- * Re-position the screen and/or control the light sources appropriately to prevent glare and reflections.
- * The finishes of walls and furniture located near the workstation should not be highly reflective. Walls can be painted in subdued colours.
- * The work area should preferably be located away from windows, and the screen be placed at right angle to windows. Sunlight through windows can be screened by blinds.
- * Light fixtures can be equipped with diffusers or louvres to control distribution of light.

- * Avoid placing the screen under rows of light fittings to eliminate light images.
- * Turn the screen display to dark characters on a light background to make reflections less perceptible.
- * Using a screen glare filter is another way of reducing screen reflections. In general, screen glare filters reduce the brightness of the image. Therefore the user should ensure that the image's brightness can be adjusted to an acceptable level if a filter is to be added. Nowadays the screens of some monitors are anti-reflective and do not need filters at all. Using a screen filter is not a substitute for proper lighting, but a supplementary solution only.

Noise

Noise produced by the workstation should be controlled to avoid disturbance to the user.

- * For general computer work, a noise level below 60dB(A) is optimal.

« How to reduce the risks by improving work organization or work practice ? »

- 3.3 Continuous DSE work can be monotonous, while prolonged sitting is tiring. It is advisable that a DSE user performs DSE work and non-DSE work alternately so that posture can be changed and the fatigue arising from prolonged DSE work can be relieved. Where non-DSE work cannot be arranged, appropriate rest breaks are recommended, e.g. a 5 - 10 minute break after 1 - 2 hours continuous DSE work depending on the intensity of the work. Moreover, job enrichment can often give an employee more job satisfaction.
- 3.4 Heavy workloads and tight deadlines can cause work stress, which if not properly managed, may become excessive and affect health. It is advisable that a supervisor effectively plans and organizes the work of his subordinates so that workloads and deadlines are reasonable. In doing so, the supervisor can discuss with the subordinates in setting deadlines and work priorities.

« As an employer, do I need to provide safety and health training to users? »

3.5 Safety and health training is essential for helping a user avoid risks associated with DSE work. Under Section 8 of the Regulation, an employer should, so far as reasonably practicable, ensure that users employed by him are provided with necessary safety and health training in the use of workstations. It is recommended that the training should enable the users to recognize and understand:

- a) the risks of the DSE work;
- b) various precautions for avoiding the risks and their importance, for example, a correct working posture, adjusting the equipment and furniture to suit own body features and work comfort, changes of activities at suitable intervals, etc.;
- c) how to report problems and symptoms; and
- d) how to get assistance from the employer.



3.6 The format of training is not restricted to lectures. Other means like video shows, educational leaflets, seminars can also be considered so long as they are effective in meeting the purpose.

« As a user, how can I co-operate with the person responsible for the workplace? »

3.7 Under Section 9 of the Regulation, a user of a workstation in a workplace should, so far as reasonably practicable, conform to the safe system of work and work practices and comply with any risk reduction measures, that the person responsible for the workplace has established or taken for the safety and health of users at the workstation. A user should co-operate with the responsible person in conducting risk assessments and in the implementation of preventive and remedial measures to reduce identified risks. In the case where serious problems relating to the DSE work arise, a user should immediately notify the responsible person of the matter.

Part IV

« What are the offences and penalties? »

- 4.1 A person responsible for a workplace or an employer who fails to comply with the relevant provisions of the Regulation commits an offence and is liable to a maximum fine of \$50,000. These offences are offences of strict liability.

- 4.2 A user who fails to comply with the relevant provision of the Regulation commits an offence and is liable to a maximum fine of \$10,000.

Health Aspects of Using Display Screen Equipment

Prolonged use of display screen equipment may cause short-term health problems like upper limb pains and discomfort, eyestrain, bodily fatigue and stress.

Upper limb pains and discomfort

The problems of discomfort at hands, arms, shoulders and the neck are common among DSE users. These may range from temporary fatigue or soreness to chronic soft tissue disorders.

Prolonged static posture of the neck, awkward positioning of the hands and wrists, heavy DSE workload combined with tight deadlines are some of the possible causes. These problems are largely preventable by the application of ergonomic principles to the design of workstations and to the organization of work.

Eyestrain

It refers to complaints of eye fatigue and headache. Causes may include poor visual display quality of the screen, poor lighting conditions and heavy workload. However, it is unlikely that DSE work would cause any permanent effect to the eyes or eyesight.

Fatigue and stress

Fatigue and stress can be more common among DSE users as the organization of certain types of DSE work may lead to a higher prevalence of common stress-related factors such as lack of sufficient control of the work by the user, high-speed repetitive work and reduced variety of postures.

Enquiry

If you wish to enquire about this Health Guide or require advice on occupational health and hygiene, please contact the Occupational Safety and Health Branch of the Labour Department through:

Telephone: 2852 4041

Fax: 2581 2049

E-mail: laboureq@labour.gcn.gov.hk

Information on the services offered by the Labour Department and on major legislation can also be found by visiting our Home Page in the Internet. Address of our Home Page is <http://www.info.gov.hk/labour>.

擬稿

使用顯示屏幕設備的工作守則
**Code of Practice for Working with
Display Screen Equipment**

Draft

二零零二年五月

May 2002

勞工處
職業安全及健康部



Occupational Safety and Health Branch
Labour Department

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DRAFT

1. 簡介

- 1.1 《職業安全及健康(顯示屏幕設備)規例》(下稱「本規例」)旨在保障長時間使用顯示屏幕設備工作的僱員的安全及健康。
- 1.2 本工作守則乃由勞工處處長根據《職業安全及健康條例》(第509章)第40條所發出，目的是為工作地點的負責人及僱員提供下列方面的實務指引，即僱員是否屬於本規例所界定的「使用者」，以及應如何進行本規例所規定的危險評估。本守則所載的指引不應視為已全部包括本規例的所有法律規定，其原意亦非免除有關負責人的法定責任。
- 1.3 本工作守則內的詞語涵義與本規例及《職業安全及健康條例》對這些詞語所下的定義相同。
- 1.4 雖然任何人不會只因違反本工作守則的條文而招致民事或刑事法律責任，但證明某人已遵守或沒有遵守本守則的證據，則可在法律程序中獲該法律程序的任何一方依賴為可確立或否定受爭論事宜的證據。(見《職業安全及健康條例》第41條)

1. Introduction

- 1.1 The Occupational Safety and Health (Display Screen Equipment) Regulation (“the Regulation”) aims at protecting the safety and health of employees who use display screen equipment at work for prolonged periods of time.
- 1.2 This Code of Practice is issued by the Commissioner for Labour under Section 40 of the Occupational Safety and Health Ordinance (Cap. 509) for the purpose of providing the person responsible for a workplace and employees with practical guidance as to whether an employee is a “user” as defined in the Regulation, and how risk assessments required under the Regulation should be performed. The advice contained in this Code should not be regarded as exhaustive to cover all legal requirements under the Regulation, nor is it intended to relieve duty-holders of their statutory responsibilities.
- 1.3 The terms used in this Code of Practice have the same meaning as those in the Regulation and the Occupational Safety and Health Ordinance.
- 1.4 Although a person does not incur any civil or criminal liability only because he has contravened a provision of this Code of Practice, proof of compliance with, or failure to comply with, this Code may be relied on in legal proceedings by any party to the proceedings as tending to establish or negate a matter that is in issue (see section 41 of the Occupational Safety and Health Ordinance).

2. 有關「使用者」的釋義

2.1 根據本規例第 2 條，「使用者」是指因本身的工作性質而差不多每天均須長時間使用顯示屏幕設備的僱員。

2.2 如因工作性質（例如從事數據處理、電訊、電腦平面設計等工作）而差不多每天均須使用顯示屏幕設備，而且又屬下列情況，則僱員便是「使用者」：

(a) 在一天內連續使用顯示屏幕設備最少四小時；或

(b) 在一天內累積使用顯示屏幕設備最少六小時。

如僱員在一小時內離開顯示屏幕設備不超過十分鐘的時間，則不應視為僱員已中斷連續使用顯示屏幕設備的時間。

2. Interpretation of “user”

- 2.1 Under Section 2 of the Regulation, “user” is defined to mean an employee who, by reason of the nature of his work, is required to use display screen equipment for a prolonged period of time almost every day.
- 2.2 An employee would be a “user” if he, by the nature of his work, e.g. data processing, telecommunications, computer graphic design, etc, is required to use display screen equipment almost every day,
- (a) continuously for at least 4 hours during a day; **OR**
 - (b) cumulatively for at least 6 hours during a day.

Breaks not exceeding 10 minutes in an hour away from the display screen equipment shall not be regarded as breaking the continuity of use of the display screen equipment.

3. 危險評估

- 3.1 根據本規例第 4 條，有關工作地點的負責人須為工作地點的工作間進行危險評估。
- 3.2 工作間的危險評估應包括確定及評估對工作間使用者的安全及健康造成的危險、決定現行預防措施是否足夠，並把評估結果記錄下來。現建議採用一覽表的方法進行該項危險評估。一覽表的內容必須包括有關顯示屏幕、輸入裝置、工作枱、座椅、文件架及腳踏等附件，以及工作環境的一系列問題（視何者適用而定）。現亦建議提供已填妥的一覽表的副本給有關使用者，以供參閱。
- 3.3 附錄所載的工作間危險評估一覽表，可用作工作間危險評估。進行評估的人士在填寫一覽表時，應回答甲部的問題。如答案屬「是」或有關問題不適用時，便毋須作出跟進行動；如答案屬「否」，便須採取跟進行動以減低危險。擬採取的任何跟進行動，均應記錄於一覽表的乙部內。進行評估的人士在完成評估後，應在一覽表上簽名及記錄評估日期。

3. Risk assessment

- 3.1 Under Section 4 of the Regulation, the person responsible for a workplace is required to perform a risk assessment of a workstation in the workplace.
- 3.2 A risk assessment of a workstation should consist of a process of identifying and assessing the risks to the safety and health of users of the workstation, deciding whether existing precautions are adequate and recording the findings. It is recommended that such a risk assessment be made by means of a checklist. The checklist should comprise a set of questions on the display screen, input devices, work desk, chair, accessories like document holder and footrest, and the working environment, as appropriate. It is also recommended that a copy of the completed checklist be provided to users concerned for reference.
- 3.3 The Workstation Risk Assessment Checklist at the Annex may be used in performing risk assessments of workstations. In completing the checklist, the person making the assessment should answer the questions in Part A. Where the answer is “Yes” or the question is not applicable, no follow-up action is required. Where the answer is “No”, follow-up actions will be needed to reduce the risks. Any follow-up action to be taken should be recorded in Part B of the checklist. On completion of the assessment, the person making the assessment should sign and record the date of assessment on the checklist.

工作間危險評估一覽表

機構名稱： _____

地址： _____

工作間位置： _____

使用者姓名： _____

工作類別： _____

甲部：評估

	是	否	不適用	備註
顯示屏幕				
1. 屏幕是否能顯示清晰、分明而穩定的影像？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. 字體是否清楚易辨？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. 光度及對比度是否可以調校？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. 屏幕是否可轉向及調校斜度？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. 屏幕是否放置大約在或略低於視線水平和擺放在使用者的前面？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. 屏幕是否沒有反光及眩光？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
輸入裝置（鍵盤、滑鼠、數字鍵盤等）				
7. 鍵盤是否可調校斜度及與顯示屏幕分離？ （不適用於手提系統）	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. 鍵盤/數字鍵盤上的鍵的字樣是否清晰易辨？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. 鍵盤/數字鍵盤是否不會產生眩光？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. 輸入裝置是否放置大約在手肘的高度？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. 輸入裝置的前面是否有足夠空間擺放雙手？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
工作枱				
12. 工作枱是否有足夠空間放置屏幕、輸入裝置和文件？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. 工作枱下是否有足夠空間容納雙腿？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
座椅				
14. 座椅的底架是否穩固？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Workstation Risk Assessment Checklist

Name of organization : _____
 Address: _____
 Workstation location: _____
 Name of user : _____
 Description of task: _____

Part A : Assessment

	Yes	No	N.A.*	Remarks
Display Screen				
1. Does the screen give a clear, sharp and steady image?				
2. Are the characters readable?				
3. Are the brightness and contrast adjustable?				
4. Does the screen swivel and tilt?				
5. Is the screen positioned at about or slightly below the eye level and in front of the user?				
6. Is the screen free from reflections and glare?				
Input Devices (keyboard, mouse, numeric pad, etc.)				
7. Is the keyboard tiltable and detached from the display screen? (not applicable to portable systems)				
8. Are the characters on the keys of the keyboard/numeric pad readable?				
9. Is the keyboard/numeric pad glare free?				
10. Are the input devices positioned at about the elbow level?				
11. Is there enough space to rest hands in front of the input devices?				
Work Desk				
12. Is the desk surface large enough for the screen, input devices and documents?				

	是	否	不適用	備註
15. 滑輪是否可讓座椅容易移動？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. 座位可否調校高度以配合使用者的身形？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. 靠背可否調校高度和斜度以便充分承托使用者？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. 座位是否設有軟墊和沒有利邊？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. 如有靠手，靠手的位置是否方便使用者輕易操作鍵盤？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
文件架				
20. 如果有文件架，文件架的位置是否適當，以避免不良的頸部姿勢和動作？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
腳踏				
21. 如需使用腳踏，腳踏是否穩固和設有防滑面？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
照明				
22. 照明度對進行中的工作是否適宜？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
噪音				
23. 工作間所發出的噪音是否可以接受？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

乙部：跟進行動

(如上述任何問題的答案是「否」，便須要作出跟進行動。)

進行評估的人士： _____

評估日期： _____

	Yes	No	N.A.*	Remarks
13. Is there adequate leg-room below the desk?				
Chair				
14. Is the base of the chair stable?				
15. Do the casters allow easy movement of the chair?				
16. Is the seat height adjustable to suit the body size of the user?				
17. Is the backrest adjustable in both height and tilt to provide adequate support to the lower back?				
18. Is the seat pan padded and free from sharp edges?				
19. Do the armrests, if any, allow the user to get close enough to key comfortably?				
Document Holder				
20. Is the document holder, if provided, properly positioned to avoid awkward neck posture and movement?				
Footrest				
21. Is the footrest, if required, stable and provided with a non-slip surface?				
Illumination				
22. Is the lighting level suitable for the work?				
Noise				
23. Is the noise produced by the workstation acceptable?				

Part B : Follow-up Actions

(If a “No” answer is given to any of the above questions, follow-up actions are required.)

Person making the assessment: _____ Date of assessment: _____

Note: *Not Applicable

查詢

如你對本工作守則(擬稿)或本規例有任何疑問，你可與職業安全及健康部聯絡：

電話：2852 4041

傳真：2581 2049

電子郵件：laboureq@labour.gc.gov.hk

Enquiry

If you wish to enquire about this Code of Practice (Draft) or the Regulation, please contact the Occupational Safety and Health Branch through:

Telephone : 2852 4041

Fax : 2581 2049

E-mail : laboureq@labour.gcn.gov.hk