

 Jurong Port		
ENVIRONMENTAL, HEALTH AND SAFETY MANAGEMENT SYSTEM	Doc No:	JPPL-EHS-19-03-SWP-13
	Revision No:	03
	Effective Date:	15 September 2020
Title: Work Stations		

Revision No.	Description of Change	Clause No.
02	Change of document numbering Change of company logo Change of EHS to EHS Insertion of content page	NA
03	Review of document format	

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General

- 1.1 Risk assessments shall be conducted on each work station e.g. computer desk in order to evaluate the risks to an individuals' safety and health.
- 1.2 The assessments should cover areas such as:
 - *Environmental Factors* - Lighting, Glare, Ventilation, Temperature, Noise, Physical space
 - *Equipment* - Suitability, compatibility of components, adjustability
 - *Display Equipment* - Height adjustability, controls for brightness and contrast, glare, flicker, clarity of text.
 - *Ergonomics* - Distance from screen, body and limb support, posture, foot support
 - *Management* - Regular breaks, reporting of injury and abnormal pain, eye examinations

Display Equipment

- 2.1 Display Screen Equipment should not produce excessive heat, noise or vibration during operation. In order to eliminate any potential risks involved by using inappropriate keying techniques wrist supports may be considered.
- 2.2 The screen size on equipment used mainly for routine word processing should not be less than 300mm measured diagonally. The minimum height of the characters on the screen should be 3mm.
- 2.3 Display equipment should be adjustable for brightness and contract and should be free from flicker and glare. The position of display equipment should be considered in respect to natural lighting and glare. Where natural glare exists, consideration should be given to window coverings

Work Stations

- 3.1 User should be able to adjust the display screen and the chair position to suit them in order to maximise comfort and efficient display screen use.
- 3.2 The keyboard should be positioned on a surface of normal desk height and the user should be able to adjust the position of the keyboard independently of the screen.
- 3.3 The display screen should be positioned in front of the user such that the screen height and angle allow for a comfortable head position.
- 3.4 The keyboard and chair height should be positioned such that forearms extend approximately horizontally so as to ensure that wrist movement is comfortable and avoids fatigue in the arms and/or hands.
- 3.5 A surface should be provided adjacent to the work station which is deep and wide enough to hold the relevant number of documents and be positioned on the

appropriate side(s) of the keyboard dependent upon the user(s) being left or right handed.

- 3.6 When renewal of furniture is being considered users should review their seating requirements so that they have seating which provides adequate support for the back.
- 3.7 Display screen equipment should be placed at right angles to windows or in such a position that the sunlight does not reflect directly on to the display screen or obstruct the user's field of vision when operating equipment. The use of window blinds or other devices for reducing direct sunlight onto the screen should be considered.
- 3.8 There should be sufficient space between work stations to allow staff reasonable access.
- 3.9 Good ventilation and natural light should be present in the area in which the work station is situated, the use of spot lamps should be used to highlight documents only and, where possible, should be incorporated into the document holder where necessary.

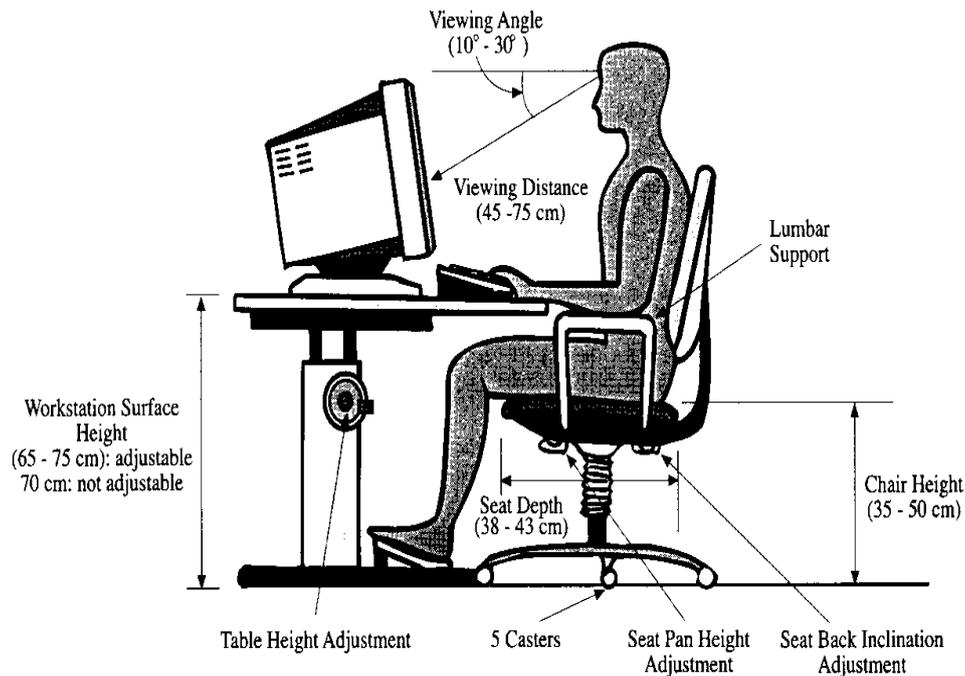


Diagram abstracted for the MOM guidance on DSE

Rest/ Break Periods

- 4.1 Users should take an hourly break for a period of 10 - 15min away from the screen i.e. users should switch to a non screen based activities for 10 - 15min every hour.

Health Surveillance

- 5.1 The improper use of display screen equipment, badly designed work stations and/or unsuitable posture can contribute to employees putting their health at risk. In order to avoid health risks users who become concerned about their health should consult their medial doctors. The proper use of display screen equipment does not normally cause damage to or have adverse effects on health.
- 5.2 Periodic eye checks should be undertaken for users who are required to regularly use display screen equipment..