



The
University
Of
Sheffield.

Safety Services.

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Dear Colleague

Display Screen Equipment Trainer & Assessor Course – Still Needed!

All departments using display screen equipment are required by the Display Screen Equipment Regs 1992 to do the following:

- identify "users as defined by the regulations
- provide training for all those "users" in the safe use of display screen equipment (by the departmental trainer)
- assess all workstations in a formal manner and keep appropriate records
- ensure that all workstations meet the appropriate standards
- ensure that all "users" are offered eye tests (details on Safety Services web site)

There is now an on-line training & assessment system which can be used by departments. The Departmental DSE Coordinator will have details of how it can be accessed.

However, the role of Trainer and Assessor is still just as important as ever, although their role has changed slightly. The Trainer will be responsible for advice on eye-sight policy and for trouble-shooting any usage problems identified by the on-line system. The Assessor is responsible for investigating any equipment deficiencies which may be high-lighted on line.

It has become apparent that in most departments, the trainer and assessor is the same person. We have therefore decided to combine the training into a single session. Attendance at this session will entitle the trainee to take on either or both roles in their own department.

The training session will be held on **Thursday 3 February** at commencing at 1400 and lasting for about 2.5 hours at 40 Victoria Street in the training room. Places will be allocated on a first come first served basis and successful applicants will be notified by post. It would be helpful if you could aim to submit applications at least 5 days before the course commences by **by emailing** A.Willcox@Sheffield.ac.uk.

Yours sincerely

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