



lwetb

Bord Oideachais agus Oiliúna
an Longfoirt agus na hIarmhí
Longford and Westmeath
Education and Training Board

Title	LWETB Visual Display Unit Policy
Date	27 th November, 2020
Approved By	Chief Executive, LWETB
Noted By	LWETB Board

LWETB Visual Display Unit Policy

Policy

Longford and Westmeath Education and Training Board (LWETB), in accordance with relevant regulations and legislation¹, aims to ensure that all steps necessary will be taken to eliminate risks for staff involved in using Visual Display Units (VDUs).

Purpose

The purpose of this policy is to ensure:

- a positive, safe working environment will be in place across LWETB.
- the promotion of best practice in relation to the use of VDUs
- that all necessary steps are taken, as far as is reasonably practicable, to protect all VDU users from any dangers that may arise from the use of VDUs.

Scope

This policy is applicable to employees who are defined users of VDUs irrespective of length of service. It will apply to the following staff:

- who must use a VDU to undertake her/his work
- who normally use a VDU for continuous periods of more than one hour at a time
- who is working on a VDU on a daily basis.

1. Role of the Line Manager/Principal

The role of the Line Manager/Principal is to arrange to have MJ Flood the LWETB provider to provide a list of defined users of VDUs and ensure that all equipment is maintained and regular audits are conducted of same.

2. Procedures

- 2.1 LWETB shall provide appropriate equipment (hardware) and processing systems (software) and a working environment suitable for VDU work.
- 2.2 All individual VDU users, whose duties entail working at a VDU continuously in excess of one hour per day, shall be identified and listed, and this listing is subject to annual review by each Line Manager/Principal.
- 2.3 The workstation for each VDU user shall be reviewed by the Line Manager/Principal, or other competent person, annually and whenever there is a significant change to office layout.

¹ Safety, Health & Work Act, 2005 and General Applications Regulations 2007

3. Eye Screening

LWETB will ensure:

- (a) that an appropriate eye and eyesight test, carried out by a competent person, (staff member's own choice) will be made available and paid for by LWETB to each staff member who habitually uses a display screen as a significant part of normal work. This could mean using a VDU for one continuous hour or more as part of everyday work.
- (b) that, if the results of the test show that it is necessary, an ophthalmologic examination is carried out on the staff member concerned; and
- (c) that where the results of a test or an examination shows that it is necessary, and if normal corrective appliances cannot be used, the employee, concerned is provided with special corrective appliances appropriate to his/her work i.e. spectacles prescribed specifically for use with the VDU. Special corrective appliances should be understood as appliances which are required only to remedy a specific eye problem related to operation of a VDU and not for any other purpose. LWETB will reimburse the overall costs (including tests and corrective appliances) to a maximum of €76.
- (d) In general, it is to be expected that between 3% and 5% of a VDU workforce will need such special corrections, although this can vary depending on the personal characteristics of a particular group of such workers.
- (e) Staff on full PRSI rate should arrange tests with an optician in the Social Welfare Scheme. LWETB will be liable only for fees where the contribution conditions have not been fulfilled or where the benefit falls short of the cost incurred to an overall maximum amount of €76 (including test and corrective appliance).
- (f) Each employee should fill in the relevant Eye Test and Lenses Form below. The Optometrist should also fill in the relevant part of this form, while carrying out the eye test.

Responsibilities

Owner	Responsibilities
Director of Organisational Support & Development	Revisions and updates to the policy
LWETB Senior Leadership Team	Review
LWETB Chief Executive	Approval of the Policy
LWETB Board	Noting of the Policy

LWETB Eye Test and Lenses Reimbursement Form

Name	
Staff Number	
Date of Last Eye Test	
Current Eye Test	
How long have you used a VDU?	
Make and Model of VDU	
On average, how many hours per day do you use a VDU?	

For what purpose – please tick:	
Data Input	
Mainly input but reading some output	
A mixture of inputting and reading output	
Mainly reading output but some input also	
Reading output only	
Mainly text	
Mainly numbers	

If a claim is being made for lenses or a test please complete and sign the section below and ensure that your Optician completes the attached section. (Please note you must claim any social welfare benefits due to you, prior to submitting a claim)

Signed: _____ Cost of Eye Test _____

Cost of lenses only € _____ Social welfare reimbursement € _____

Amount Refunded € _____ (Office use only)

To claim reimbursement from LWETB please submit original receipt with this completed expenses claim form to Corporate Services.

Please ✓ appropriate box

I confirm that lenses **ARE** required solely for VDU use

I confirm that lenses **ARE NOT** required solely for VDU use

Signed: _____ Optician

Optician Stamp: