

APPENDIX 3

Identification of display screen equipment (DSE) users

If someone uses DSE more or less continuously on most days then they should be regarded as a user.

If use is less continuous or frequent and there is uncertainty as to whether someone should be regarded as a user, refer to the criteria below.

If most or all of the following criteria apply the individual concerned should be regarded as a user	Yes	No
Normally uses DSE for continuous or near continuous spells of an hour or more at a time on a daily basis		
Fast transfer of information between the individual and the screen is an important requirement of the job		
The performance requirements of the system demand high levels of attention and concentration by the individual e.g., where the consequences of error may be critical		
Significant training and / or particular skills in the use of DSE are needed to use the job		

Examples

Definite users would include:

Word processing worker - employed on full-time document creation and the amendment, often five hours in total on the DSE work itself.

Secretary - using a PC for word processing, reports, memo, letters from manuscript and dictation combined with email

Data input of operator - employed full-time on continuous processing invoices

Graphic designer - works on multimedia applications intensive scrutiny of images are high-resolution. Using multiple input devices

Librarian – carrying out intensive text input and checking on databases or combining data already on the system with new material. DSE work either intensive throughout the day on most days or intermittent but still forming around half of the total working day.

Non users would include:

Some senior managers – using DSE for occasional monitoring of information or generation of statistics for presentation at meetings. Does not depend on DSE for most of their work, has secretarial/PA support.

Receptionist – where work is mainly concerned with customer/public interaction, with possible use of DSE for limited purposes e.g., obtaining detail of minimal information.