

# Health and Safety Newsletter

December 2018 Issue

## Health and Safety Focus

- Display Screen Equipment Assessment



## Event

- Occupational Safety and Health Award
- Safety drill • Prevention tips for seasonal influenza



## Quiz

- To win a prize

## Health and Safety Focus

### • *Display Screen Equipment Assessment*



The University aims to protect the safety and health of employees who use display screen equipment (DSE)<sup>#</sup> at work for prolonged periods of time\*. Using DSE for a prolonged period of time may cause musculoskeletal disorders, fatigue, eye strain and discomfort, or blurred vision. 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. Thus the University provides the services of performing risk assessment of the workplace.

Should any DSE user want to request for an assessment, please contact your Departmental Safety Representatives to complete the [reply form](#) with the endorsement of your department/office head and fax it back to us for arrangement.



**#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.



**\*Prolonged periods of time** is defined that DSE is used in almost every day, either continuously for at least 4 hours or cumulatively for at least 6 hours in a day.

## Tips for optimal workstation and working posture

### Display screen

- Kept at a comfortable viewing distance of 350 - 600 mm and the first line on screen is suitable at about or just below eye level

### Input devices

- Sufficient space in front of the keyboard to support the hands
- Positioned at about the elbow level

### Work surface

- Sufficient leg clearance is kept under the work surface

### Chair

- Adjustable in height (400 - 500 mm above the floor)
- Have a stable base (a five-pronged base) and be provided with smooth castors for easy movement



Short breaks should be arranged to relieve bodily fatigue and mental stress arising from prolonged keyboard operation.



Sources:

<sup>1</sup> [Risk Assessment of Office DSE](#), published by Occupational Safety and Health Council

<sup>2</sup> [A Health Guide on Working with Display Screen Equipment](#), published by Labour Department

<sup>3</sup> [Code of Practice for Working with Display Screen Equipment](#), published by Labour Department



## Occupational Safety and Health Award

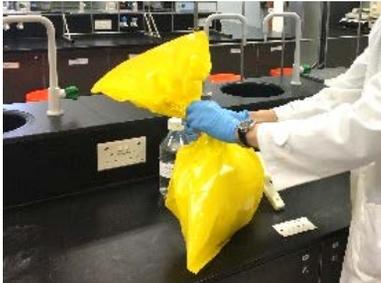
### HKBU wins Safety Performance Award for 10th consecutive year

HKBU recently received the Safety Performance Award (Other Industries) in the 17th Hong Kong Occupational Safety and Health Award scheme organised by the Hong Kong Occupational Safety and Health Council. It is the tenth consecutive year that the University has received the Award for its outstanding achievement in occupational safety and health, as well as its excellent safety record.



Safety Performance Award 2018

To protect the health and safety of the University community, HKBU has developed a comprehensive system to integrate safety into its management and work practices. By implementing a number of proactive monitoring programmes on environmental hygiene and food safety, drinking water and indoor air quality, renovation work safety, etc, the University strives to minimise the potential risks to students and staff. As part of its measures to uphold a high standard of safety on campus, HKBU has also developed an award-winning in-house electronic management system to effectively manage the daily operations of chemical and dangerous goods used in laboratories.



Chemical spillage drill for raising safety awareness

### Safety drill

#### Chemical spillage drill for raising safety awareness

Chemical spillage drill for the Faculty of Science (SCI) was conducted in last semester. The drill aimed at enhancing the emergency response to chemical spillage incidents and raising the safety awareness of colleagues and students. With the assistance from campus security and colleagues from SCI, the drill was conducted smoothly in accordance with Contingency and Operational Continuity Plan.

## Prevention tips for seasonal influenza

For protection against influenza in the coming winter influenza season, a roving exhibition on "Influenza Pandemic Preparedness" was organised in September 2018 to increase the University community's awareness on prevention of influenza. In addition, students and colleagues are advised to remain vigilant against the disease and take precautionary measures as follows:



Roving exhibitions on prevention of influenza

- Maintain good personal and environmental hygiene;
- Wash hands with liquid soap and water properly or clean them with 70 to 80 percent alcohol-based handrub whenever possibly contaminated;
- Cover the nose and mouth when sneezing or coughing, and wash hands thoroughly afterwards;
- Dispose of soiled tissue paper properly in a lidded rubbish bin;
- Put on a surgical mask when respiratory symptoms develop and seek medical attention immediately;
- Maintain good indoor ventilation;
- When influenza is prevalent, avoid going to crowded or poorly ventilated public places; high-risk individuals may consider putting on surgical masks when staying in such places; and
- Maintain a balanced diet, exercise regularly, take adequate rest, do not smoke and avoid overstress.

Sources: <sup>4</sup> [Centre for Health Protection](#), Department of Health

## Quiz



Which of the following measures increase the risks of DSE operation:

- The screen is easily swiveled and tilted to suit the needs of the operator
- Input devices are positioned at about the elbow level
- The chair is unadjustable in height
- Suitable lighting and auxiliary lighting facilities are provided

Please email your answer to [ehsu@hkbu.edu.hk](mailto:ehsu@hkbu.edu.hk). A souvenir will be given to the first 5 correct returns.