

OUR EXPERT SOLUTION TO PROVIDE

# DSE TRAINING & ERGONOMICS ASSESSMENT

*Ensure safe and compliant workstations for employees working remotely*

**The requirements to accommodate temporary arrangements for remote working have changed for most Organisations.**

Now a more permanent need for remote working is required, thus putting an increased focus on employer obligations to comply with legal requirements for ergonomic training and assessment. To ensure legislative compliance and to support Organisations, Adare Human Resource Management can provide the solution with online DSE Training and Ergonomics Assessments.

## EMPLOYER RESPONSIBILITIES

Employers have a responsibility to ensure employees have a safe working environment, whether in the office or at home. Under the Safety, Health and Welfare at Work Act, 2005 employers must evaluate the health and safety of workstations, with particular focus on physical difficulties, eye sight issues and mental wellbeing.

### EMPLOYERS MUST:

- **Carry out an analysis or risk assessment of employee workstations**
- **Provide information to employees in relation to measures which have been implemented**
- **Provide training to employees in the use of workstations before commencing work with display screen equipment and whenever the organisation of the workstation is modified**
- **Perform a further analysis or risk assessment where an employee transfers to a new workstation or significant new work equipment, change of equipment or new technology is introduced at an individual's workstation**
- **Ensure that the provision of an appropriate eye and eyesight test is made available to every employee**

A typical modern workstation comprises Visual Display Unit (VDU) or Display Screen Equipment (DSE) – typically a desktop computer, chair, telephone and desk. Under the legislation, it is the employer's duty to examine and assess the standards of health & safety of an employee's workstation and take any corrective action necessary.

A competent person must carry out the risk assessment of an employees workstation. A person is deemed to be competent if he or she possesses sufficient training, experience and knowledge appropriate to conducting a risk assessment of a workstation.



## OUR SOLUTION

At Adare Human Resource Management, we have the **competencies, expertise and processes** needed to **support Organisations** in meeting their requirements under the legislation.

**Our solution includes DSE Training and Ergonomics Assessment:**

### ■ DSE TRAINING:

We provide online training for employees to ensure that they understand and manage their workstations correctly and in a responsible manner in line with the legislation and recommendations from the Health & Safety Authority (HSA).

As part of the online DSE training, employees are taken through a series of exercises and questions that help identify potential risks.

### ■ ERGONOMICS ASSESSMENT:

After the completion of the training, employees then take part in an online ergonomic risk assessment. This can be completed by employees working remotely or office-based.

Following the online ergonomic risk assessment, an individual report is produced for each employee. The report, which is sent directly to the employer, details issues that have been identified by the employee and include guidance on corrective actions provided by our Senior Health & Safety Consultant.

## Q&A

### What is ergonomics?

Ergonomics is how we interact and fit with objects around us, including workstations. It applies to the design and function of anything that people use in their daily lives and aims to improve, or make more comfortable, how we go about our lives.

### Why is ergonomics important in the workplace?

Ensuring a safe and comfortable workplace increases the productivity, quality, health and wellbeing of employees. It reduces work-related stresses and injuries caused by poor or badly designed equipment and furniture, therefore reducing costs associated with work-related incidents.

### What is a DSE assessment?

It is an ergonomic assessment of an employee's workstation that includes the surrounding equipment such as computer monitor, keyboard, mouse, chair, software and environment.

### What do employers need to do to comply with the Display Screen Equipment Regulation 2007?

- Carry out an analysis or risk assessment of employee workstations.
- Provide information to employees in relation to corrective measures that have been implemented.
- Provide training to employees in the use of workstations before commencing work with display screen equipment.
- Perform a further analysis or risk assessment where an employee transfers to a new workstation or significant new work equipment, change of equipment or introduction of new technology.
- Ensure that the provision of an appropriate eye and eyesight test is made available to every employee.

### For employees working from home, are employers responsible for risk assessing the entire dwelling?

No, the employer is responsible for assessing the immediate workstation of the employee.

### Are employers legally obliged to carry out DSE assessments?

Yes, DSE assessments are a legal requirement under the current legislation.

### How should DSE assessments be documented to ensure compliance?

Employers are required to document assessments and should include overview of the tasks completed at the workstation, evidence that all elements of the workstation were included in the risk assessment, details of any issues and corrective actions and a copy of the completed analysis should be provided to the employee.

### Who should carry out the DSE assessment?

Any risk assessment must be carried out by trained and competent professionals. At Adare Human Resource Management, we have the team with the expertise and experience to carry out assessments.

### Talk to our H&S Experts today to find more about our DSE training and ergonomics assessments.

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