



# Ergonomic, including Display Screen Equipment (DSE) Safety Services

May 2024

This list of services is not exhaustive, please get in touch if there is something else you would like us to support you with

<b>Competent Advice</b>	<b>Examples</b>
General advice	<ul style="list-style-type: none"><li>• Advise on ergonomic design for laboratories and offices</li><li>• Advise on implementation of robust Ergonomic programme</li></ul>
Specific advice	<ul style="list-style-type: none"><li>• Task specific ergonomic design – selecting the right tool for the right task within the laboratory.</li><li>• Reasonable adjustments for musculoskeletal disorder and recovery</li><li>• DSE assessment and adjustment</li></ul>
Liaison with other competent advisers	<ul style="list-style-type: none"><li>• Occupational Health Providers</li></ul>
Liaison with Partner Organisations	<ul style="list-style-type: none"><li>• Landlords</li><li>• Contracted services</li></ul>
Attendance at meetings with production of reports as necessary	<ul style="list-style-type: none"><li>• General Health and Safety Committee</li></ul>
Assistance with implementation and use of health and safety software systems	<ul style="list-style-type: none"><li>• Evotix (formally SHE Assure), Learn (formally StoryShare), Qualipso, Sherpa, Helix and Enablon</li></ul>
<b>Training</b>	<b>Examples</b>
Identify training needs and development of training programmes	<ul style="list-style-type: none"><li>• Assist with the development of the company training needs analysis</li></ul>
Design and deliver bespoke training, with supporting documents such as handbooks and guidance	<ul style="list-style-type: none"><li>• DSE toolbox talk and DSE training test and checklist (self-assessment)</li><li>• Laboratory Ergonomics – including 'Pipette Library'</li><li>• Supporting documents i.e. Ergonomic handbooks, posters etc.</li></ul>

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	<ul style="list-style-type: none"> <li>• Use and implementation of Health and Safety Executive (HSE) tools; Assessment of repetitive tasks (ART), Manual handling Assessment Charts (MAC) and Risk Assessment of Pushing and Pulling (RAPP)</li> <li>• Other specific topics as requested</li> </ul>
<b>Safety Audits and Inspections</b>	<b>Examples</b>
Carry out safety audits	<ul style="list-style-type: none"> <li>• Initial audit/ gap analysis</li> <li>• Targeted Ergonomic safety audits</li> </ul>
Carry out ergonomic safety inspections	<ul style="list-style-type: none"> <li>• And/or support departmental co-ordinators/representatives with their safety inspections</li> <li>• Comprehensive reports provided where requested</li> </ul>
Develop audit and inspection tools for internal use	<ul style="list-style-type: none"> <li>• Monthly inspection checklists and report templates</li> <li>• Audit plans, checklists and SOPs</li> </ul>
<b>Risk Assessments</b>	<b>Examples</b>
Assist managers with completion and/or review of risk assessments	<ul style="list-style-type: none"> <li>• Advise on appropriate control measures</li> <li>• Risk assessment template design</li> <li>• Advise on, implementation and recommendations from the ART, MAC and RAPP tools</li> </ul>
<b>Incidents and Near Misses</b>	<b>Examples</b>
Review incident and Near miss reports	
Assist with incident/near miss investigations	
Assist the company with reporting of incidents/near misses to the HSE	<ul style="list-style-type: none"> <li>• For incidents/near misses reportable under the; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - RIDDOR</li> </ul>
Assist the Legal Services Department with information regarding claims	



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