

Safe and productive computer use considering the new ways of working



Introduction

- Introduction and house keeping
- The reasons behind the change in the way we work
- What ways of working we now encounter and the problems associated with them
- Ideas for managing especially in these difficult times
- Questions

New Challenges

- Display Screen Equipment remains a challenge in the office environment
- Now increased challenge with flexible working, home working and portable input devices
- New ways of working offers opportunities but we must plan carefully to prevent rise in safety and health problems
- We have to do all this and reduce our costs keeping employees safe, healthy and productive

Growth in flexible/home working

- Flexibility in work can enable:
 - Family friendly working
 - Retention of an ageing population who want flexibility
 - Environmental /time improvements with a reduction in commuting
 - Reduce the need for office space
- Technology making it possible!



Is flexible/Home working all positive?

- For many **No** due to
 - Equipment- may not be as ergonomically suitable or tasks suitable
 - Security risks
 - Manual handling
 - Environments may not be suitable
 - Isolation and loss of control
 - New systems need to be created to control the risks
 - Increased training requirement users and managers

Using small portable devices



What are the concerns with Flexible/ home working?

- Legal
- Physical/ Stress issues
- Productivity
- Costs and procedures to implement safe healthy working

Home workers

- Ergonomics can be difficult /expensive to achieve
- Difficult provide supervision and ongoing training
- Other H&S issues relatively difficult to control
- Changed in management required
- Access issues to work environment
- Distractions for some users
- Security issues



Suggestions for Homeworkers

- Clear Home working policy and procedures
- Determine how Home risk assessments are to be carried out
- Provision of equipment suitable for the home environment
- Suitable hot desking set up in the office
- Specific Training
- Additional training for users on security, time management
- Additional training for managers on control of new areas e.g. supervision and control at a distance

Flexible workers

- Ergonomics more difficult to achieve- variable environments
- Use of smaller devices frequent
- Difficult provide supervision and on going training
- Manual handling issues
- Security issues



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Suggestions for flexible workers

- Clear flexible working policy and procedures inc. risk assessment
- Provision of accessories to improve ergonomics
- Suitable hot desking
- Specific training to include Manual handling, security, time management, small device usage
- Additional training for managers on control of new areas e.g. supervision and control at a distance
- Ensure flexible workers are discussed at contract stage if will be working on clients sites to ensure their needs are met.

Portable Communication Device



Portable input devices including smart phones can lead to pain and discomfort due to the posture needed to use them. To minimise problems, follow this simple advice.

Look away from the screen regularly to relax eyes.
Consider increasing font size.

Avoid lengthy input periods.
When large amounts of inputting is required - use a PC or laptop.

Vary the fingers you use and stop frequently to stretch.

Consider using an external keyboard.

To reduce typing, consider calling instead.

Hold device up to reduce bending of the neck.



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Hot Desking

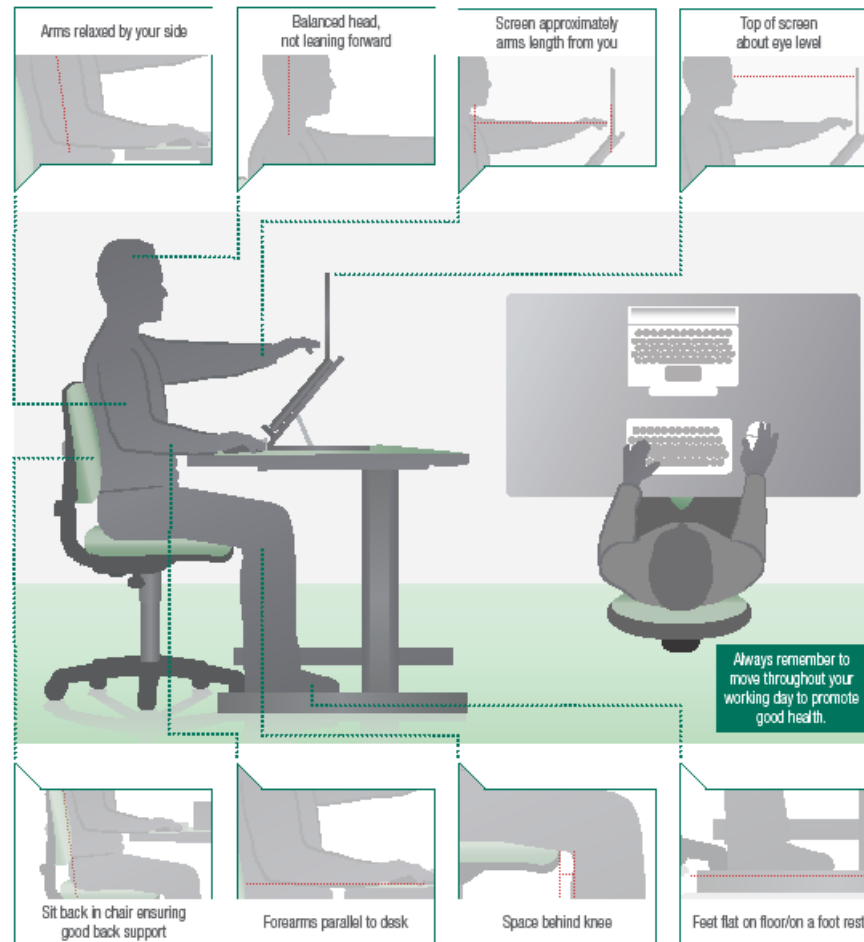
- Ergonomics can be difficult to achieve for all users
- Poor use of hot desking- leading to poor habits
- Often limited storage/ Manual handling increased
- Lack of personalisation an issue for some employees
- Possible disruption of team dynamics

Suggestions for Hot desking

- Hot desking Policy and procedures inc. general risk assessment
- Standard set up suitable for use by various users and for different tasks
 - Body dimensions / weight/Left- right handed
 - Computer experience/ type of task
 - Different physical, visual or cognitive requirements
- Some alternative desk options available for those unable to 'fit' a standard hot desk
- Information at each desk



Helpful hints for good laptop use



Choice of mobile equipment

- ☐ Light weighted and compact dimensions
 - Keyboard/ mouse/stand
 - Laptop bag / trolley
 - Computer
- ☐ Flexibility in choice esp. for those with particular requirements
- ☐ Although size and weight are important functionality for tasks is vital
- ☐ Consider whether other equipment e.g. headsets or headphones or more than one solution may be appropriate
- ☐ **Cost**

Additional problems faced

- People do not like change
- Lack of appreciation of the risks
- More difficult to control
- People are not good at looking after their bodies until they are in **Pain**. Health often comes second to work
- Lack of resources, time and money

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Thank you for your attention

Any questions?

