

Safety, Health and Wellbeing (SHaW)

User Guide for On-Line Display Screen Equipment Awareness Training

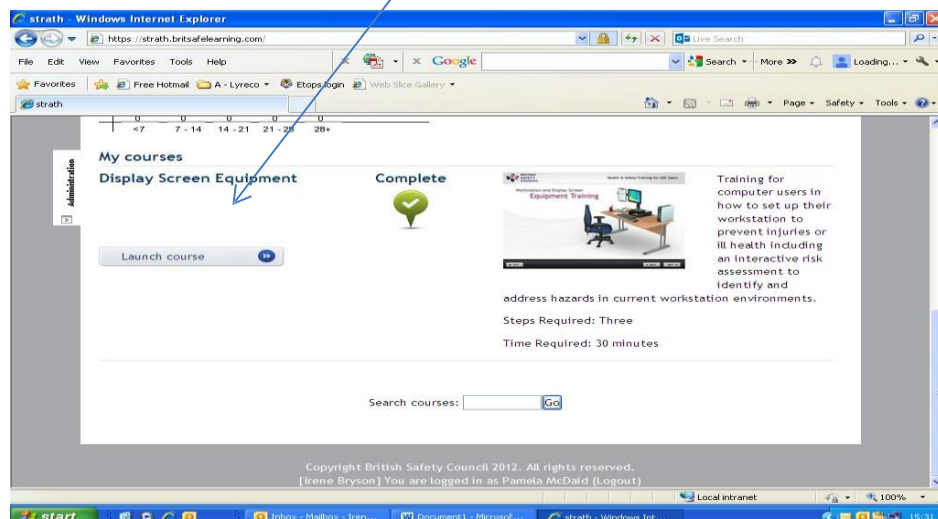
The employee must refer to the standard on [Display Screen Equipment \(DSE\)](#) on the University's webpage regarding the use of computer equipment and how to set up a workstation. Further information about working with computer workstations can be found at [HSE publications](#). For staff working at home on a permanent arrangement e.g. one day a week throughout the year, then they must undertake the [online DSE training module and self- assessment](#) for both their workstation on campus and at home. For staff who undertake occasional work at home using a computer e.g. a few times throughout the year perhaps when there is severe weather, then there is no need to complete an online DSE assessment for this activity provided they have completed the online training module and assessment for their workstation on campus. It is expected staff will adopt the same principles as used on campus with regard to setting up the workstation and taking regular breaks.

How can I -

a) Access the Module

- ✓ Via the [On-Line Booking system](#), (Health and Safety Section), select the Display Screen Equipment On-Line Awareness Module. Details of the course open, and to register use the "Register Online" link at the right hand side.
- ✓ Within one week you will receive a course notification email containing a hyperlink to the course. If after two weeks you have not received an email, please contact Safety, Health, and Wellbeing by email to safety.training@strath.ac.uk.
- ✓ Using your University DS login, sign in using the single sign in option on the right hand side. This takes you to a further login screen to authenticate your University details. This should open the course dashboard, click the launch course button to begin and complete all three activities, namely
 - interactive learning package
 - a 10 question multi choice quiz
 - a self- assessment of your workstation

You must undertake all three activities to complete the course.



b) What if the screen is blank once I try to access the module or if I have any other issue logging on

- If you experience any problems with the log in, please copy and paste the link into a different browser (Chrome, Safari or Firefox) as some versions of Internet Explorer are not compatible with the training.
- If you experience any other issues, please contact Safety, Health and Wellbeing by email to safety.training@strath.ac.uk. Please give a brief outline of your problem.

c) What if I click the wrong button to an answer in my self-assessment?

If you accidentally click on an answer to indicate there is an issue when in fact there isn't, simply enter a comment to say you clicked on the wrong answer then click the "Resolve" tab.

If your chair has arms, do they interfere with your comfort when keying or using the mouse? If your chair does not have arms, answer no.

User answer: Yes

Comments:

Wrong option clicked in error. - posted on Date and Time by xxxxxx

Help/Add Comments/Resolve this issue

d) How do I resolve any issues on my self-assessment?

Where possible, you should try to address the issue directly e.g. if you need to rearrange the workstation to achieve good posture then you should do so. Once this is done, you should ensure you update your self-assessment with a brief comment and click on the "Resolve this Issue" tab to register the matter has been resolved.

Where an issue requires any input from someone else e.g. if a new chair was required, then make a comment in the self-assessment. Your DSC will have access to your assessment and be able to see the issues then arrange for any to be progressed.

e) What happens once an issue is resolved?

When you or your DSC resolve an issue, ensure the self-assessment is updated by clicking on the "Resolve" tab for each issue. Your assessment will be automatically updated.

f) What happens once I finish the self-assessment?

Once you have completed the self-assessment, you will be able to print off a certificate to confirm you have completed the course (for your own use). To print the Certificate, return to the dashboard home page and use the link at the foot of the page.

g) How will my Department Safety Convener know I've completed the course?

Your DSC will be notified by email once you have completed the self-assessment and they are given a hyperlink to access your assessment.

h) What if I have two workstations?

If you have two workstations, you should

- Complete the on-line training as normal for the first workstation
- Once complete and any issues have been resolved, an email should be sent to safety.training@strath.ac.uk to reset your licence and this will allow you to undertake the module for your second workstation.
- For future reference prior to resetting the licence, Safety, Health and Wellbeing will export to Excel your data for the first assessment and this will be included in the annual information sent to your Department for those who have completed the module.

i) Will my training records be updated?

At present your DSC will still require to update your S17 paper-based training record. The DAT system will be updated to show you have completed this module and you can view this under the **My Bookings tab** at the top of the [DAT system booking page](#).

j) When do I need to repeat the training and self-assessment?

Users are required to repeat the course every 3 years and will be notified by email when they need to undertake the training again. If a user requires to undertake the course ahead of the normal schedule, e.g. if they change work locations or workstation equipment, they should in the first instance contact Safety, Health and Wellbeing by email safety.training@strath.ac.uk with a brief outline of why repeat training is needed. A reply should be received by the user within 7 days.