

Guidance Note for the VDU Work Station Checklist – Assessor

Version 1.1

5th March 2007

- The VDU Work Station Checklist has been created as an on-line interactive form using Adobe Acrobat software.
- The form is primarily a self assessment checklist which can be downloaded from the H&S web page – <http://www.nerc.ac.uk/about/work/policy/safety/procedures.asp> and then emailed to the LSA once it has been completed.
- The form is not currently linked to a database, it is a stand alone electronic form which will need to be saved securely in an appropriate local directory where confidentiality can be assured.
- There are plans to provide a database version / system at a later date.
- The first section of the form is designed to capture reference data that will go towards creating a more complete picture.
- There is no need to use the mouse on the form; the ‘tab’ key will move from box to box and a ‘return’ will insert the tick
- The Risk Factors section requires the person being assessed to tick “Yes” or “No” to the question asked. If the answer is “Yes” then no further action is required. If the answer is “No” then this will need to be investigated further.
- If “No” is ticked the assessor (LSA) can use the “Help” and “Further Action If Needed” column to help investigate a solution. The person being assessed should not use these columns.
- The Assessor (LSA) can access the “Help” box associated with the “Risk factor” by clicking in the white portion of the box in the “Help” column. This will open the box showing the “Help” guidance.
- If further action is required the assessor (LSA) can record a brief note of this by clicking in the white portion of the box in the “Further Action if Needed” column. This will reveal a text box in which the LSA can type a record of the actions required with dates for review and completion.
- Once the action has been completed the tick box on the far right column can be used.
- On completing the “Risk Factors” the person being assessed can give information on health conditions. It is imperative that this information is dealt with in the strictest confidence and stored in a secure directory.
- It is recommended that the completed forms are stored in ERMS which guarantees that no further changes can be made to the document without the system recording them
- The assessor (LSA) can record any overall comments in the final box “For Office Use only”. Again please date these comments.
- Any problems in the use of the Checklist please contact NERC Corporate Health and Safety – 01793 411904.