

## Training Services

### VDU Assessor Training / General Office Safety Awareness

#### Aim

To provide the knowledge and skills necessary to carry out VDU/DSE assessments in the workplace in accordance with the 2007 General Application Regulations

On completion of this course you will;

- Understand the requirements of the 2007 General Application Regulations
- Identify incorrect/correct working postures
- Have a greater understanding of hazards and risks associated with VDU/DSE usage
- Complete a VDU/Ergonomic Risk Assessment
- Design and layout an ergonomic workstation to suit the individual user

Duration: 1 day

#### Course Content

- Legal requirements under current Health and Safety legislation
- Hazards and risks associated with VDU/DSE usage
- Ergonomics of workstations
- Practical control measures
- Environmental factors
- Assessment techniques

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**GsmSafety:**  
**TRAINING AND**  
**CONSULTANCY**  
**SERVICES**





## Office Compliancy Risk Assessment and Safety Statement.

GsmSafety are proud to offer our new comprehensive risk assessment service.

Our office risk assessments cover both the general office environment and also individual VDU risk Assessments on your employees.

This combined approach to office safety offers your business a chance to fully evaluate the working conditions of your employees ensuring full compliance with the Safety, Health and Welfare at Work (General Application) Regulations 2007.

Following our risk assessment we will either write, or update your company's safety statement, providing the necessary paperwork ensuring your company is compliant with the legislation requiring you to identify the hazards, carry out a risk assessment and prepare a written safety statement.

This service is available from €950 + VAT for a typical office environment comprising up to 10 employees.

### Our Services

GsmSafety provide safety consultancy to organisations who wish to implement Safety Management Systems within their workplace, and offer safety training to ensure an organisation can remain compliant through all levels of work activities and employment.

### Consultancy Services

#### VDU Assessments

Visual Display Unit (VDU) Assessments are a legal requirement under the 2007 General Application Regulations and must be carried out on all computer workstations where an employee spends more than 1 hour per day.

The purpose of a VDU Assessment is to assess the individual impact of ergonomic and environmental factors on employees and to evaluate its compliance with current legislation.

Our approach will ensure all aspects of the VDU/ Workstation and the working environment are taken into account, these include the following:

- Display Screen
- Desk
- Chair
- Environment
- Daily routine
- Stress

During each assessment environmental factors are recorded and documented; we take accurate readings of the following;

- Lighting
- Temperature
- Humidity
- Noise levels

#### Work Station Safety Guide

Each employee will be provided with a VDU/Workstation manual to reiterate what they have achieved during their assessment, complete with diagrams on postural techniques etc.

Each employee will be made fully aware of best practice in all aspects of ergonomics, work equipment arrangements and how to identify potential risks safeguarding against possible injury.

#### Documentation / Reports

Each assessment will be recorded on our online database, to include individual recommendations, corrective action and completion dates. All assessments will be presented to the Employer along with an over-all Managers Report.

### Safety Statement

Safety Statements are a legal requirement under section 20 of the Safety, Health and Welfare at Work Act 2005.

A Safety Statement is a document which outlines how an organisation manages health and safety in the workplace and when implemented can have a positive impact on the productivity of your organisation.

GsmSafety develop Safety Statements relevant to an organisation's working and operational procedures, identifying unique risks and hazards associated with workplace health and safety. All our Safety Statements are produced in a user friendly format enabling employers to emphasise the risks and control measures applicable to each employee.

### Risk Assessment

A risk assessment forms part of an organisation's Safety Statement and is a legal requirement under section 19 of the 2005 Safety, Health and Welfare at Work Act 2005.

A Risk Assessment outlines how work activities are undertaken in safe and efficient manner and is developed using the following process:

- Identifying risks and hazards associated with workplace health and safety
- Evaluating these risks
- Assessing who is at risk
- Assessing existing control measures and implementing new measures

GsmSafety can perform comprehensive Risk Assessments of your premises and operational procedures, ensuring your organisation remains compliant with current legislation.