

Healthy Working Pre-Launch Q & A

You will soon receive an email invitation asking you to complete a course called Healthy Working. This course is provided by Cardinus Risk Management.

Why is this course needed?

Computers are of benefit to us all, however they can cause problems if incorrectly used. You need to be aware of the potential health problems associated with using technology and understand what you can do to prevent them. Comfort, support and movement are the keys to health and safety while actively working behind a desktop, laptop, tablet or mobile phone.

As your employer we need to ensure that employees who use computer equipment are provided with training and information to avoid issues. This course will also enable you to identify and address factors that are impeding your work.

What does the course consist of?

The content covers posture, eyes, equipment, how the user can help themselves, the need for regular breaks, exercise and where to go for further advice.

The course is broken down into four elements,

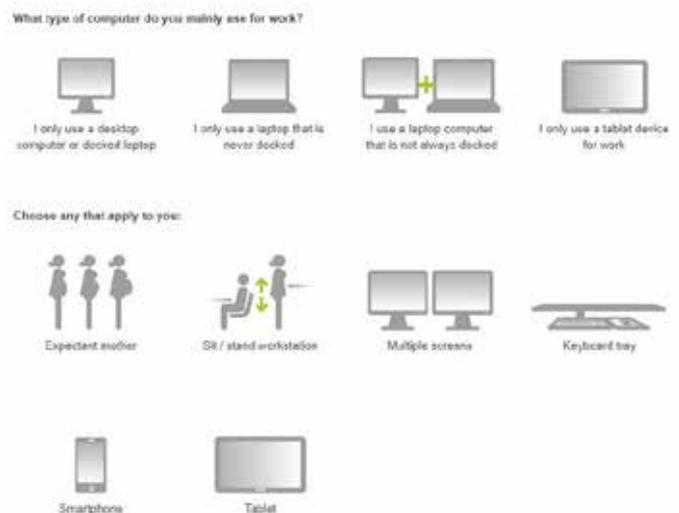
1. Profile
2. E-Learning (Training)
3. Risk Assessment
4. My Healthy Working Plan

Once you have logged in, your Healthy Working welcome page gives you a list of the actions (image below) on the right-hand side of the page.

Actions	
Profile	To do 
E-Learning	Pending <input type="checkbox"/>
Risk Assessment	Pending <input type="checkbox"/>
My Healthy Working Plan	Pending <input type="checkbox"/>
 Restart the programme	

Profile:

You will select the type of environment you work in such as the office or home and the kind of desk set-up you have such as a dedicated desk and chair, a variety of workstations or something else. You will then select one of the first four options in the top row of the image, then any of the other options that apply. This will customise the E-Learning and Risk Assessment content to your personal needs.



E-Learning:

Once you have completed the Profile, you will be taken straight into the E-Learning. We encourage you to make adjustments to your current workstation and equipment (if applicable) as you go through the E-Learning.

Risk Assessment:

Please ensure the assessment is answered as accurately as possible. Once you submit your risk assessment you will be taken to your Healthy Working Plan.

My Healthy Working Plan:

This is a personalised series of tasks that provide you with personalised instructions to help you resolve any issues identified from your risk assessment (if applicable).

Take a moment to review your Healthy Working Plan. Click on each task and review the instructions; please update whether you have managed to resolve the issue. Any unresolved issues will be noted and further help or actions will be communicated with you to help mitigate the risk.



FAQ:

How long will the E-Learning take?

Depending on the Profile options you selected, between 20 and 45 minutes. It is important that you select all the Profile options that apply to you.

Is there a test or exam?

There is a short multiple-choice quiz at the end of the E-Learning.

My circumstances have changed so my Profile is no longer current, what should I do?

If your Profile changes you can click on the 'Restart the program' button in your actions list. This will enable you to select a new Profile which will in turn provide you with new E-Learning content and a risk assessment. Please only restart the program when necessary.

How often should we complete assessments?

If you experience no changes in your personal circumstances eg, in your role, the location you work, the equipment you use and the options in the Profile screen, the system will automatically email you to advise you when your next assessment is due. If you have experienced a change in any of these areas, it is important that you log back in to complete a new risk assessment. If your Profile options need to be changed, click the 'Restart the program' button in your action list so that you can update your Profile, and complete the course using your new Profile.

I use multiple desks; do I need to complete an assessment for each one?

If you work at more than one desk regularly please ensure:

- Your Profile selections include anything applicable for both desks
- You complete a risk assessment for each desk (you can click on the risk assessment action after completing your first assessment to complete another one)

I hot desk, do I need to complete a new assessment every day?

No. Once you have completed the E-Learning you will be competent to set up your own workstation and do not need to complete a new risk assessment every day. However, it is important that you adjust any workstation (including the chair) that you work at to ensure it meets your individual needs.

Is it compulsory to complete this course?

Yes. As an employer we are committed to ensuring the health, safety and well-being of all our employees and this course is a key way of doing this. There are also legal requirements for certain parts of the course to be completed.