

Pre-Assessment Information Required

Please email assessments@kos.ie the below information

Note: These images will be reviewed by the assessor to get better visibility of the home workplace and will be used for KOS to have a visual reference to document the assessment location. The images shared are not included in the reports that are sent to your employer. Preferably, have someone else take pictures of you at your workstation. If this isn't possible, please send photos of your workstation without you sitting at it

In the subject of your email please follow the following format.

Company Name – Assessment – Employee Name – Date and Time of Assessment

•e.g. “ABC Company Assessment – Joe Bloggs – 01/01/2020 @ 1pm”

Include the following image attachments:

Below are some images which need to be sent to your assessor. The images are taken from multiple angles showing your current workplace. It is important to give your assessor a good understanding of your current set up/place of work.

Image one:



Image 1: Chair Side Profile - Instructions: Position Camera level with person's shoulder so you are not looking down on chair. Ensure full chair is visible.

Image Two:



Image 2: Front View of Chair -
Instructions: Ensure full chair is
visible.

Image Three:

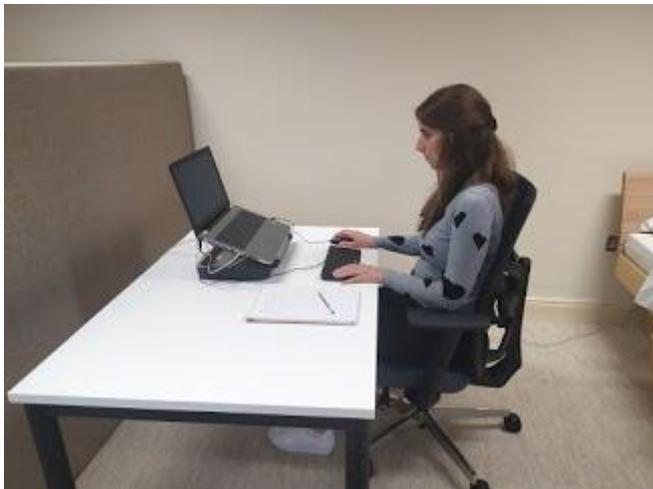


Image 3: Side Profile Workstation -
Aim: To see posture at workstation,
layout and monitor height.
Instructions: Position Camera level
with person's head. Ensure their
posture and all items around the
workstation are visible.

Image Four:



Image 4: Alignment with monitor. - Aim: To see alignment with screen, shoulder height and positioning and layout of desk. Instructions: Stand directly behind person in line with main monitor

Image 5:



Image 5: Perspective View of workstation - Aim: See different angle of workstation and posture including immediate environment. - Instructions : Step back from workstation, so whole workstation, chair and individual's body and space behind individual is visible

Assessment Preparation Guide:

Step 1: Video call on phone/tablet. You will have a face to face video call with the assessor to get an understanding of the type of work you do and any relevant background to the assessment.

Step 2: Show work environment with your phone - Here the assessor is looking at spatial considerations, lighting considerations, obstructions in workspace and any electrical safety issues.

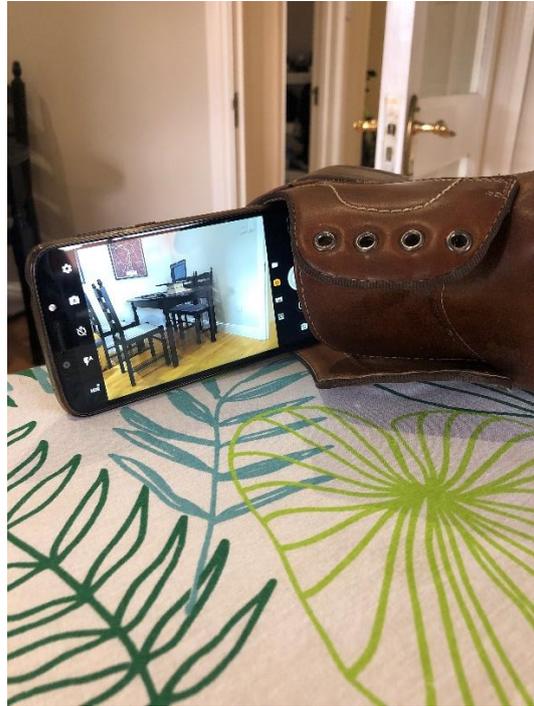
Step 3: Prop up phone so the assessor can have visibility of workstation that replicates Image 5: Perspective View of workstation (above). The assessor needs to be able to see feet, full chair, top of head and as much of workstation as possible. See guidance below. This is needed to understand the working habits, movements and postures taken and to see how you interact with the work set up and see what changes are needed.

Step 4: Video call discussing observations and guiding on changes required. We may need to prop phone up again to check the set up changes have been correctly made.

See images below for guidance on set up

Below are ideas on how to set up your phone/tablet when the video call shows you working

Option 1:



Option 2: Portrait – Only if space is tight and can't see full body in landscape

