

Pre-Assessment Information Required

If you cannot use the online form, please email the KOS Ergonomics ergonomic consultant the below information

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:

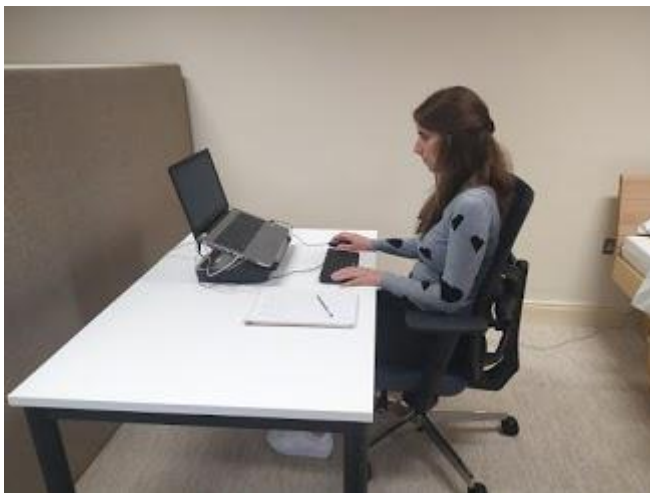


Image 3: Side Profile
Workstation - Aim: To see
posture at workstation, layout
and monitor height. Instructions:
Position Camera level with
person's head. Ensure their
posture and all items around the

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:

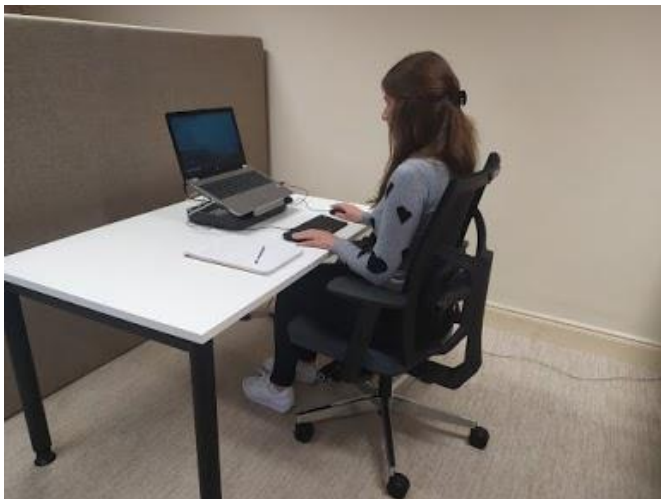


Image 5: Perspective View of workstation - Aim: See different angle of workstation and posture including immediate environment. - Instructions: Step back from workstation, so whole workstation, chair and

Risk Assessment Preparation Guide:

Step 1: Video call on laptop. Camera must be on with no filters. 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: You will lift your laptop up and direct laptop camera around the workplace (room that you working from). The assessor is determining whether the space is safe, suitable and compliant with legal minimum requirements. The assessor will need to see:

- 360 degree view environment.
- Floor around the workstation to ensure no trip hazards and there safe access to workstation
- View underneath desk and of sockets to make sure there is no obstructions or electrical safety hazards.
- Lighting considerations, obstructions in workspace and any electrical safety issues.

Step 3: Position the laptop approximately 2m from workstation and direct laptop camera so the assessor can have visibility of how you sit and interact with the workstation that replicates Image 5: Perspective View of the chair and 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.

- It is useful to have something to prop up the laptop for this view e.g. ironing board, cabinet, shelf and chair,