

Ergonomics for Remote Working

Providing Assessments, eLearning
and Seminars for Employees



Introduction



Managing a remote workforce has always brought with it certain challenges, but never before have these challenges been so prevalent as now, due to the Covid-19 public health crisis. We are here to help all companies, big and small to do the best for their workers. Over the past number of years, we have completed many home office assessments and there are common issues to look out for and recurring trends that need to be addressed. As a result, we have compiled a full solution to all company's home worker's needs from standard workers to the most at risk people working at home.

We offer a variety of different options available to meet every individual and company's needs including:



1. Online Home Office Questionnaire & eLearning



2. Detailed Corporate Report with Recommendations



3. 1-1 Ergonomic Assessments via Video



4. Educational Live Seminars

For more information and to book, please contact your Iaya Account Manager.

What the Legislation Says



Overall, the legislation governing Home Working is essentially the same as for Office Workers in relation to responsibilities. If employees are allowed to or are required to work from home, employers still need to abide by the same regulations pertaining to VDU/DSE legislation.

“The responsibility for health and safety at work rests with the employer whether or not that work is being done at the worker’s home”

- as per the Health & Safety Authority (H.S.A) guidelines.

The Safety, Health and Welfare at Work Act 2005 applies to all workers, in all jobs and does not specify the specific place of work. It outlines the duties of employers and employees and states what they are responsible for:

- Providing a Safe place of work (“as is reasonably practicable”)
- Providing Safe equipment
- Providing Instruction and training

Furthermore, the Health and Safety Authority has released specific guidance in relation to Covid-19. Employers are required to determine whether the temporary home workspace is suitable for the work the employee is asked to carry out, and employers need to provide guidance and training to employees on how to set up a Home Office.

The HSA recommends an approach of:

Stage 1: Online Questionnaire - The employer engages with their employees who are working from home and sends out a Remote Work questionnaire to employees.

Stage 2: Remote Assessments - After the initial issues have been addressed at stage 1 including the provision of equipment for the home workspace, the employer needs to plan for the completion of online ergonomic risk assessments for all employees who are remote working.

Source: [Health and Safety Authority](#)

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1. Online Home Office Questionnaire & eLearning



In order to maximise engagement, we include in our offering the following:

- **Introductory webinar to launch the programme to employees and to focus attention on the importance of Ergonomics.**
- **Marketing posters and emails for employers to share with employees.**

Online Home Office Questionnaire

The Online Home Office Questionnaire is sent to employees. This allows companies to gather a baseline for assessing their employee's home office situations and set up. It allows them to meet their employees needs quickly and accurately going forward. Getting your employees to complete our Online Home Office Questionnaire, which is a combination of both their workstation ergonomics and posture, allows us to categorise employees in different levels of risk:

- High
- Medium
- Low

The overall "Score" helps to categorise the employees, to help deliver the correct interventions and meet the employee's current needs.

eLearning Course

We have completed many home office assessments in recent years and there are common issues that emerge when working in this environment. With this in mind, we have created a Home Office eLearning Portal for all workers to follow and learn from. We will provide each employee with access to our easy to follow video-based platform. Employees are able to follow the content and watch the videos on how a home office should be set up and how our posture needs to be taken into full consideration, even when working from home

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2. Detailed Corporate Report with Recommendations



The Company will receive a Company Report with the breakdown of each employee who has completed the questionnaire and who is in each of the three risk categories.

The company can then decide on how to manage each employee and to use the available resources based on the Corporate Report. Suggestions on how to manage Medium and High-Risk Employees will be provided. We can include information required in this Corporate Report and this can be agreed prior to the sending out of the links.

As per the HSA recommendations, as per stage 2 all employees are required to complete an online Ergonomic Risk Assessment. During this Risks Assessment, our Ergonomic Assessors will be looking at:

- employee's posture, level of intensity of keyboard/mouse work, freedom of movement
- information on the general environment at the workspace including set-up of the equipment and the lighting environment including potential sources of glare
- information on the nature of the employee's work at the computer.



3. One to one Ergonomic Assessments via Video



With the 1 to 1 assessments, we address three things:

1. Employee's workstation and available equipment
2. Employee's work posture and appropriate exercises
3. How to get everything to work together

We offer the opportunity for employees to speak to one of our highly trained team members about their current workstation set up. We will talk your employee through the correct and/or ideal setup of the workstation based on equipment you currently have available. We offer practical and pragmatic advice to help employees maximise their work space. Because sitting at a desk takes it toll on the body we also offer individualised exercise programmes to help combat common patterns and issues in workers. Our service is delivered digitally and so makes for an overall unique user experience.

By the end each employee will have discussed their current set up with our team, received their digital report with all the necessary advice and recommendations included, and an exercise programme to use going forward.

Assessments are available in:

- Single Appointments
- Half Day (x7 Appointments)
- Full Day (x14 Appointments)

Following the assessment , we will provide employees with access to our easy to follow and pragmatic video-based eLearning platform. Follow the content and watch the videos on how a home office should be setup and how our posture needs to be taken into full consideration even when working from home.

For more information and to book, please contact your Iaya Account Manager.

4. Educational live Seminars



Setting up your ideal home workstation

For most of us who are going to be working from home for the first time, getting the correct home office setup presents a problem. Some of us may have only a desk and chair but may not have the adjustability needed to provide a suitable long-term work environment. When setting up your working from home environment there are some important ergonomics basics to consider.

Posture problems at home

Keeping your body in a neutral, relaxed position while working is key to avoiding the onset of musculoskeletal problems ranging from neck, shoulder, back problems, to hand-wrist problems and leg problems. In this seminar, we will look at some common problem areas and solutions.



Pricing

 Follow Ons	€
Single Assessment for Employee	€60
Half Day of Assessments - x7 Employees	€385
Full Day of Assessments - x14 Employees	€770
Ergonomic Seminars	€420
Questionnaire, E-Learning & Corporate Report (price based on number of employees)	€750 (0-50) €1,100 (51-250) €1,500 (251-500) €2,750 (501-1000) €4,000 (1001-2000) €5,000 (2001+)

All prices are ex. VAT where applicable.



Get in touch to find out more:

Web: www.layahealthcare.ie/employerhealthschemes/healthandwellbeing/

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