

OBELISK TECHNOLOGY – DSE Assessor Training

Educational Aims:	To appreciate the requirements of the DSE Regulations To understand the potential problems caused by DSE work – how they are caused and what can be done to rectify them.		
Objectives:	To be able to carry out effective DSE assessments, correcting problems immediately or recording actions required and assessing priority for later rectification. To be able to answer queries from people being assessed.		
Target Audience:	Personnel selected to carry out DSE assessment on fellow employees		
Methodology / Timings:	<u>Formal classroom work - Morning</u> Definitions and introduction - presentation Health risks – presentation, questioning on experience, demonstrations of neutral position Equipment adjustment and use - presentation, questioning, demonstration Environment – presentation, questioning, demonstration Software, task management, breaks – presentation Exercises – presentation, demonstration <u>Practical work at workstation – Afternoon</u> Trainees to use step by step guide and notes to set up workstation for each other in training room <u>Demonstration - Afternoon</u> Move to office to discuss real situation and carry out assessment(s)		
Equipment:	<table><tr><td><u>Client</u> Room set up with PC projector and screen Company assessment form Screen, keyboard, mouse and chair in training room for practical work Workstation(s) to carry out 'real-life' assessment(s).</td><td><u>Obelisk Technology</u> Laptop with Powerpoint presentation Regulations and guidance to show Handouts – notes and 'Step by step to setting up your workstation'</td></tr></table>	<u>Client</u> Room set up with PC projector and screen Company assessment form Screen, keyboard, mouse and chair in training room for practical work Workstation(s) to carry out 'real-life' assessment(s).	<u>Obelisk Technology</u> Laptop with Powerpoint presentation Regulations and guidance to show Handouts – notes and 'Step by step to setting up your workstation'
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Assessment Procedure:	Observation of setting up and assessing others in training room and at workstation.		
Review:	Back in training room after practical work to discuss how they felt, what problems they experienced and how they performed.		