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.

<table>
<thead>
<tr>
<th>Actions</th>
<th>To do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile</td>
<td></td>
</tr>
<tr>
<td>E-Learning</td>
<td>Pending</td>
</tr>
<tr>
<td>Risk Assessment</td>
<td>Pending</td>
</tr>
<tr>
<td>My Healthy Working Plan</td>
<td>Pending</td>
</tr>
</tbody>
</table>

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My circumstances have changed so my Profile is no longer current, what should I do?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