Workstation (DSE) Assessment

Assessor Guide 1 - creating new assessments
Introduction

The Workstation Assessment (DSE) module allows organisations of all sizes to manage employee workstation hazards and risks.

There are two roles in this process:
• The DSE Assessor
• The DSE User

This tutorial focuses on the roles of the DSE Assessor, which include creating and reviewing the DSE assessments.

The process starts with the Workstation Assessor who creates an Assessment for the User.

First of all, the Assessor will need to log into OSHENS and enter the Workstation Assessments module.
The first page that you enter is the search page.

There are various filters you can use to narrow the search for the desired Assessments.

Once you are happy with the selection, click ‘Search’ to submit the search criteria and you will be taken to the **Search Results** page with the Assessments that fit your criteria.
Assessor

❖ Create New User Assessment

To create a new Assessment, click on the ‘Create New’ tab.

There are two pieces of information required here:
• The User requiring the assessment
• The part of the Organisation they belong to.

You are able to select the Person involved from the system by clicking on ‘Find Person’, which opens a pop-up that allows you to select the required Person.

Once you are happy with the setup, click ‘Create’ to create the Workstation Assessment.
Assessor

❖ **Scope**

Once the Assessment has been created you are taken to the Scope page.

This page displays background details relating to the Assessment.

On creation, most fields are blank as they will be filled in by the User when they complete their Self Assessment.

Summary information of the DSE Assessment can be found by clicking ‘Show Summary’.
User Contacted

At the same time the assessment is created, an **email notification** is sent to the User to inform them of the need to complete an assessment.
Assessor

❖ Assessment Review

When the User has completed their Self Assessment, the system will send out an email notification to the Assessor advising them of this.

If there were no issues raised by the User, the system will also email the person’s Manager and notify them that the assessment has been completed and validated.

If issues were raised by the User, the system will alert the Assessor to this.
The Assessor will now need to log into OSHENS and access the DSE Module to locate the relevant Assessment.

**Assessment Review**

Click on the reference number to enter the relevant Workstation Assessment.

The Assessor can use the search function to check on the progress of each assessment and the validity period (completed assessments).
Assessor

**Assessment Review**

The Assessor accesses the assessment once again but this time the User will have completed all requested information.
The Assessor can review the completed User Checklist.

Any answers indicating an issue or problem are flagged by the system as requiring further Assessor investigation.
Assessor

❖ Issue Resolution

The Assessor can use the space provided to comment on the issue and any relevant investigation findings.

When issues have been resolved, the Assessor can click on the Resolve button to mark them complete. All issues have to be resolved before the Assessment is deemed complete.
Assessor

- **User’s Notes**

During the self assessment process, the user will have been invited to make specific additional notes and comments should they have concerns they wish to voice. These will be displayed in the **User Notes** area.

![User Notes Example](image_url)

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I am not sure that my workstation has been positioned correctly in relation to lighting in general.
Assessor

- **Assessor Comments**

The Assessor is also able to leave comments and notes in relation to the Assessment in the **Assessor Notes** section.
Assessor

- **Attachments**

Relevant supporting files and documents can be uploaded to the Assessment in the **Attachments** section.

Clicking on the ‘Add File’ button will allow you to describe the file you are uploading and attach the file. Click ‘Save’ to complete the action.
Once the Assessment is complete and all actions have been identified, the Assessment can be signed off.

This is done by deciding on the validation times: when it will be valid from and when it will be valid to.

Finally, click on ‘Sign Off’ to complete the Assessment.

An email is sent to the DSE User to confirm that the Assessment is validated and invites the User to view the completed Assessment if they wish to. A PDF of the validated Assessment is also sent with the email.
Manager Notification

Upon signoff, an email is also sent to the User’s Manager as identified by them during the self assessment process.

A PDF copy of the validated Assessment is also sent with the email asking them to ensure that all the recommendations are implemented.
Assessor

❖ History

A history of the entire assessment process is contained within the History tab.

There are three parts to the History:

Assessment history
❖ The activities that have been carried out (e.g. completed tutorial)

Version history
❖ Access to copies of all versions of the Assessments that have been initiated, completed and validated.

Email history
❖ A history of all emails sent and the recipients of them.
The End

Thank you for your attention