

## Hot Desk Worker Check List

Has your DSE risk assessment has been completed? See your manager if in any doubt.

Have you had training in DSE use and the hazards involved with working with DSE equipment? E-learning is available via My Learning website.

Have you adjusted your workstation so as to achieve a good, neutral posture? (See diagram)

Are you familiar with the clear desk policy and SWP for DSE use?

Are there any environmental factors effecting your ability to work? i.e. Glare, temperature, humidity or noise? Can you adjust your workstation to mitigate or reduce adverse environmental factors?

Have you visually checked the equipment provided to ensure it is safe to use? i.e PAT tested, free from visual defects and faults.

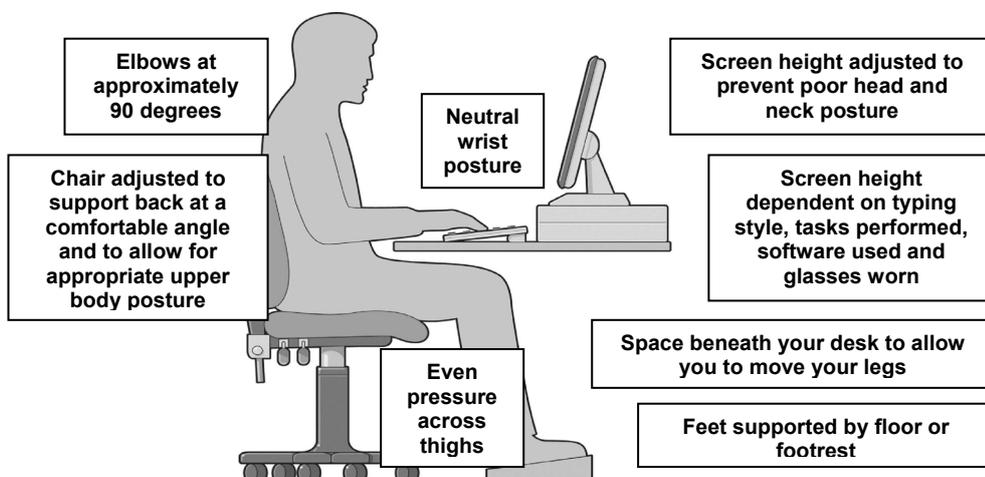
Are you aware of emergency procedures for your workspace, for example the first aid and emergency evacuation process?

If you have answered yes to all the above questions you can utilise the hot desk and log on using the equipment provided at the desk or to you personally.

### Before Starting Work:

**Clean.** Using antibacterial wipes, clean the desk surface, keyboard, mouse and telephone, including dialling buttons and the handset mouth and ear piece.

**Set up.** Set your workstation up so that it is suitable for you, i.e. adjust the chair to suit you and position equipment on the desk appropriately. Use the diagram below as a guide.



### Remember:

Take regular breaks away from your DSE

Report any discomfort to your manager

## **On Leaving Desk:**

**Log out.** Do not leave the hot desk equipment logged in to your personal settings, even when leaving your desk for a short time.

**Power down.** Switch off all equipment at your workstation at the end of your working session.

**Tidy up.** Take with you any personal electronic equipment or files at the end of your working session. Ensure the desk is left clean and tidy for the next user

**Clean.** Using antibacterial wipes, clean the desk surface, keyboard, mouse and telephone, including dialling buttons and the handset mouth and ear piece, so that it is ready for the next person to use.