

MySafety Workstation Assessment Guidance



Aim of this guidance note:
for all QMUL staff on payroll to
gain insight into how to
complete the mandatory
workstation assessment
module on MySafety

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Receiving your passcode email

All staff members on payroll will receive an email from alert@qmul.oshens.com including a passcode and link to the workstation assessment.

- Please check junk / clutter boxes for the email as it is from an external email address.

If you have not received the email, use the 'I don't yet have a passcode' option and enter your QMUL email address.

If you still do not receive a passcode contact hs-helpdesk@qmul.ac.uk to request an assessment passcode and provide the following information

- Your name
- Email Address
- Payroll number (6-digit number)
- Faculty, School / Institute / Directorate and Centre / Unit / Department

Note: Do not attempt to log in with a username and password – this is for administrative use only.

Completing your workstation assessment

Follow the link in the email and copy your passcode into the 'Passcode Login' box. Click 'to assessment'. You will be directed to your assessment where you must complete a series of steps.

Step 1: Type of Workstation

Answer the questions yes / no as to which type of workstations you use e.g. dual monitors, laptop.

Proceed to step 2.

Step 2: Location & Manager Details

Enter your location using the three-tier drop down menu.

- First tier: select campus
- Second tier: select building
- Third tier: select area within building

Note: If there is no area within the building relevant to your situ, select 'All Sub Areas'.

Select your line manager by selecting 'Add New'

Type in your managers first name or surname

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Click filter with your cursor (the return key on your keyboard will not be effective)

The list will reduce so that you can select your manager and click add.

Note: If you cannot locate your manager within the list, contact the hs-helpdesk@qmul.ac.uk who will add them to the system.

Proceed to step 3.

Step 3: Tutorial

Read the information in the tutorial, adjusting your workstation accordingly. Use the navigation functionality to play, pause, forward and rewind the slides.

Check the box to confirm you have an understanding of the risks associated with your workstation.

Proceed to step 4.

Step 4: Assessment Checklist

Complete the checklist by answering yes / no to each question. Note that all questions must be answered before you can move onto the next step.

Some questions will provide extra guidance when an answer that reveals potential issues is selected. You should reconsider your answer if the information has helped to resolve the issue.

Proceed to step 5.

Step 5: Additional Comments & Submission

This section allows you to add additional comments about any issues raised. Please provide as much information as possible to ensure that your Assessor can proceed with a follow-up investigation efficiently. If you have not raised any issues, you should leave this box blank.

Check the box to state that you have understood the guidance provided and have answered the questions accurately.

Submit assessment.

After completion of your workstation assessment

After submitting an assessment, the system will send a notification to the relevant Assessor to let them know that it has been completed. If there were any issues raised, these will be flagged to the Assessor to enable them to conduct a follow-up investigation. If there were no issues raised, the assessment will be automatically validated.

Click "Finish" to leave the assessment.