

Line Manager's Guide

Resolving concerns raised by staff in Essential Skillz Workstation assessment & viewing all concerns raised, in progress and resolved

When staff you line manage complete the annual Workstation eLearning assessment, you as their line manager are required to address any concerns they may raise in the risk assessment and sign these off on Essential Skillz. You will receive automatically generated emails from Essential Skillz notifying you of this.

To update the system follow the steps below

On a university computer or managed laptop go into Essential Skillz through Apps Anywhere Start menu – Apps Anywhere – Essential Skillz

Ensure you are in your Administrator profile. You can switch profile using the icon on the top right-hand corner of the screen (as a line manager you have two profiles, your own personal training profile and an admin profile)

	Home To Do Concerns Library History 🄅 🧿 옷 -
Welcome, ⊕ Edinburgh Napier University / ♥ @napier.ac.uk	Line Managers – switch to admin profile

Click on the Risk Task List



You will get a list of all staff you line manage who have raised concerns For each person you will get the info below – click on the number in the 'Unresolved' column



This will give you a list of each concern raised by that staff member – click on each individual concern

Outstanding Actions To Complete			
The following were the all priority concerns raised by Sean Hughes during one or more ErgoWize Assessment			
#	Concern (Recorded on 05-01-2023 full_report)		
1	Uncomfortable levels of lights at workstation		
#	Concern (Recorded on 02-12-2022 full_report)		
1	Screen size not suitable		

This takes you to a screen where you can update/resolve the concern

A Screen size not suitable
Actions History
Suggested Action Intensive graphic work or work requiring fine attention to small details may require larger screens for example using spreadsheets or accounting work. Consider replacing the screen.
Resolved V Add Progress Note C Alternative Resolution V Close O

If concern is still being dealt with – add a progress note (ensure Visible To User box is ticked) (Note: Concern will continue to appear on outstanding list of concerns until the Resolved button has been clicked)



A Screen size not suitable	×
Actions History	
Suggested Action Intensive graphic work or work requiring fine attention to small details may require larger screens for example usin spreadsheets or accounting work. Consider replacing the screen.	g
Progress Note	
Suggest second screen to assist with working with multiple spreadsheets. Organise with IT for a second screen.	
Visible To User 🛛 🗹	[]
Canc	el Save 🖺

If concern is resolved, click the Resolved button

A	Screen si	ize not suitable
	Actions	History
	Suggeste Intensive gr spreadshee	ed Action aphic work or work requiring fine attention to small details may require larger screens for example using its or accounting work. Consider replacing the screen.
		Resolved Add Progress Note Alternative Resolution Close

Note: Where required, a full Occupational Health workstation assessment can be <u>requested by the line</u> <u>manager through Human Resources</u>. This includes requesting specialist ergonomic equipment.

Overview of concerns (current, in progress and resolved) for an individual staff member

On a university computer or managed laptop go into Essential Skillz through Apps Anywhere Start menu – Apps Anywhere – Essential Skillz

Ensure you are in your Administrator profile. You can switch profile using the icon on the top right-hand corner of the screen (as a line manager you have two profiles, your own personal training profile and an admin profile)

Select User Management and click on Users



Search for individual staff member using surname



Click on staff member's surname

User Manageme	nt				🖨 Launch Toi	urs ? Help
Add + Reset D A	Archive 🥑 Enrol Users 🔊 Email	<u>ح</u>				
≵ Import Users Archiv	ed Users			Search hughes	Search Q	Reset 🕽
Active users: 2053					▼ Advanced Sea	rch Options ~
# Chast Na	First Name 🖕	Username 🌲	Company Unit 🖨		Created 👄	Action
1 Ci Hughes	s Sean	40001023	Health and Safety		17-07-2017	2

Click on Training Record box

User Profile				
Edit 🖋	Archive 🥑	Enro	ol Users 🔊	Email 🖂
Traini	■ ng Record 1 Details			
	Usern	ame	40001023 [Change	3 Username]
Gene	eral Detail	S		
	Last, First Na	me	Hughes, Se	an

Click on Assessments tab

🛓 User details				
Las	s t, First Name Hu	ighes, Sean		
Courses	Assessments	Surveys	Training Enrolled On	Emails

In the Concern raised column, click on any number (except 0)



Select filter options and click apply

User's concerns			
Apply 🗸 Feturn			
Filter Settings			
	Completion	Show All	
	Show	Show All	

This gives you a list of all concerns – raised, in progress and resolved *

User's concerns

Click on individual concern to view summary details and history

*				
🚫 Ra	ised	拴 In Progress	🥪 Resolved	Description

Concern (Recorded on 05-01-2023 full_report)

Screen size not suitable

Data on screen not easy to read

.

1

#

2

Uncomfortable levels of lights at workstation

Concern (Recorded on 02-1: -2022 full_report)

Concern (Recorded on 19-06-2018 full_report)

Not aware of Eye and Eyesight entitlements

7 Help

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Comments

Comments

Comments

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Priority

Priority

Priority

Summary details

User's concerns	
Print 🙆 Re-open	
Details History	
Concern	Screen size not suitable
Status	¥
Raised	02-12-2022
Last Name, First Name	Hughes, Sean
Company Unit	Health and Safety
Priority	Low
Resolution	Please detail in the box below why / how your screen size is not suitable for the tasks you are required to perform. Once the information is provided, please click on the 'Escalate' button below to highlight your concern to management.
Resolved By	Rennie, Bob
Resolved On	10-01-2023

History

User's concerns	
Print	User's concerns
Defaults History 2023-01-10, Hughes, Sean Resolved By Hughes, Sean Intensive graphic work or work requiring fine attention to small details may require larger screens for example using spreadsheets or accounting work. Consider replacing the screen. 2023-01-10, Rennie, Bob Suggest second screen to assist with working with multiple spreadsheets. Organise with IT for a second screen. 2022-12-02, Hughes, Sean Screen very small need second screen 2022-12-02, Hughes, Sean Created by Hughes, Sean	Derint (1) Re-open
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Greated Created by Hughes, Sean	© 2022-12-02, Hughes, Sean
	Created by Hughes, Sean

If you require further assistance, please contact the Health & Safety Team <u>healthsafetyoffice@napier.ac.uk</u>