

Health & Safety Office

Computer Workstation Equipment Loan Arrangements

The Health & Safety Office hold a stock of ergonomic equipment that can be loaned out to members of staff for a two week period.

Members of staff who wish to borrow trial equipment should fill out the attached loan form and return to the Health & Safety Office by internal mail or by email (bristol-safety@bristol.ac.uk). When the loan item becomes available we will arrange for its collection/delivery.

After the two week period the member of staff will be asked to make a decision as to whether they wish to obtain their own ergonomic unit and the loan equipment must be returned to the Health & Safety Office. Failure to return the equipment on time may result in a charge to the department. If equipment is found to be damaged upon return the Department will be charged for its replacement.

Equipment should be purchased by the individual department from University approved suppliers, Insight <http://www.bris.ac.uk/safe/Purchasing/insight.html> or Office Depot <http://www.bris.ac.uk/safe/Purchasing/od.html> where possible. Ergonomic chairs can be purchased from the University approved suppliers Godfrey Syrett <http://www.bris.ac.uk/safe/Purchasing/gf.html> or Office Depot <http://www.bris.ac.uk/safe/Purchasing/od.html> . Further advice can be sought from the Health & Safety Office for alternative suppliers where appropriate.

A list of available equipment is attached.

The Health & Safety Office will keep the loan equipment up to date by purchasing new items that we feel may be of benefit to staff as new innovations become available.

Mouse Bean: Mouse Bean helps to tackle the problem of wrist pain by providing support. The Mouse Bean attaches to the mouse and allows freedom of movement of the mouse whilst protecting the wrist at the same time.

Mouse Pad with Cushion: This wrist rest is designed to encourage correct wrist alignment during use of keyboard mouse or trackball.

Cordless Trackman Optical Mouse: This Mouse allows for no clutter or cables cluttering your desktop. It provides precision and smooth tracking. Its shape makes it very comfortable to use.

Cordless Trackman Wheel Mouse: Designed to help with precision, speed and comfort. Good for people experiencing shoulder problems, eliminating shoulder movements. Excellent for people who are short of space or have problems with the mouse wandering.

Evoluent Mouse: The Evoluent Vertical Mouse has a patented shape that supports your hand in a neutral, relaxed position which eliminates forearm twisting. Available for left or right handed mouse users.

Marble Mouse: Comfort of an advanced mouse but with the convenience and precision of a trackball, whether you right or left handed.

Rollermouse: The Rollermouse sits under the keyboard and is activated by a scroll bar and buttons that lie below the spacebar. This prevents stretching the arms out to the sides and may prevent shoulder pain. The Rollermouse also acts as a wrist support.

Pen Mouse: No need for a mouse mat, the Pen Mouse can be used on any non-reflective surface even curved surfaces. It is USB charged

Microsoft Ergo Keyboard 4000: Natural Ergonomic Keyboard 4000 allows you to work in a more natural position.

A natural arc and a curved key bed brings the keys closer to your fingers to reduce reach and unnecessary motion, while encouraging a more natural typing position. It also comes with an a cushioned wrist rest that encourages better arm and wrist alignment

Mini Keyboard: Number Pad: A two part keyboard for right handed mouse users. Having the number pad on the right hand side of a conventional keyboard has the effect of increasing the distance to reach your mouse. With this keyboard you can place the number pad on the left side or not use it at all. It allows you to move the mouse closer to you for easier use, thereby reducing the risk of work related upper limb disorders.

Ergo Rest Armrest: These allow the arms to have adequate support whilst keying.

Gold Touch Keyboard: This keyboard can be split both horizontally and vertically to achieve the most personally comfortable position. This design minimises the effects of splaying the hands outward, turning the hands downwards over the keyboard, and cocking the hands back at the wrist.

IR Document Holder: This practical document holder is perfect for typing from books or papers. It keeps your eyes at an appropriate level to reduce eye strain and neck ache from twisting to the side..

Ergo View Document Holder: Provides an angled ledge to support A4 portrait documents. Places the copy between the keyboard and monitor and prevents an additional head movement. Particularly suitable for non touch typists.

Multirite: Our unique two-in-one document holder and writing slope that helps to reduce work aches and pains by allowing you to read, write or type without risking awkward twists or turns.

Perspex Corner Board: A practical solution for corner desk computer users.

Foot Rest: Foot Rest is designed to encourage a comfortable position when working at a desk with the feet slightly raised and lifting weight from the thighs.

Winged Roll: The Winged Roll provides the support you need exactly where you need it. This can be used in the home, office or car. This product is designed to provide both lumbar and lateral support. Provides enough support to maintain the inward curve of the lumbar spine.

Lumbar Support Cushion: The Lumbar Rolls provide the support you need where you need it. These products are ideal for use in the home, office or car. The circular roll is usually of most benefit to those users who have a particularly pronounced inward curving of the spine and require a little extra support.

Posture Curve: The Posture Curve provides simple effective relief of backache.

11 Degree Wedge: The 11 degree wedge will allow you to sit down for long periods with the pelvis tilted correctly and the spine in its natural position. This will significantly decrease muscle fatigue and pain across the lower back.

Godfrey Syrett Ergo 3 Chair: This Chair is for prolonged use it has three backrest heights combining four types of mechanism, adjustable arms and a pump up Lumbar support Seat Slide.

Godfrey Syrett Freedom Chair: This chair is designed to give maximum ergonomic benefit to the user, with a minimum number of manually-adjusted controls. Once the chair is fitted no further adjustment is required. The idea is that movement, which is essential for a healthy body, shouldn't be constricted by locking mechanisms and manual controls.

Computer Workstation Loan Equipment Form

Name:

Department:

E-Mail address:

Contact number:

Departmental Safety Adviser:

Date Display Screen Equipment assessment carried out:

Equipment requested :

Recipients signature:

Authorised signature:
(Departmental Safety Adviser/Head of Department/ Display Screen Equipment Assessor)

Damaged equipment or equipment not returned to the Health & Safety Office within the loan period may result in a charge to the department

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To be completed by the Health & Safety Office

Date request received:

Date equipment issued:

Due date of return:

Actual date of return:

Returned in good order?:

Health & Safety Office signature:

Ergonomic Equipment



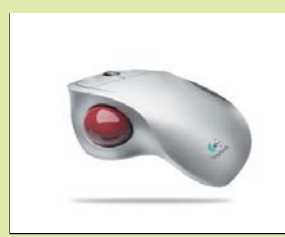
Mouse Bean



**Mouse Pad with
cushion**



**Cordless Trackman
Optical Mouse**



**Cordless Trackman
Wheel Mouse**



**Evoluent Vertical
Mouse (RH & LH)**



Marble Mouse



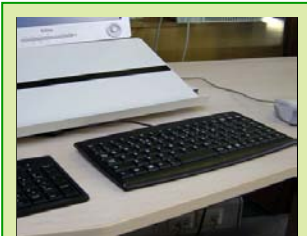
Rollermouse



Pen Mouse



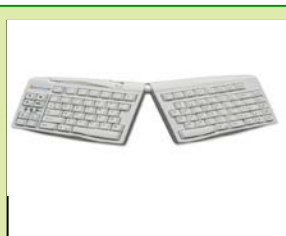
**Microsoft
Ergonomic**



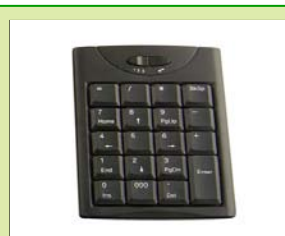
Mini Keyboard



Ergo Rest Armrest



**Gold Touch
Keyboard**



Number Pad



**IR Document
Holder**



**Ergo View
Document Holder**

Ergonomic Equipment



Multirite



Perspex Corner Board



Foot Rest



11° Wedge



Posture Curve



Winged Roll



Lumbar support cushion



3M Ergonomic Optical Mouse