

DSE EQUIPMENT LIST - 2012

The following information gives guidance on the purchase of basic equipment that may be required to adjust the workstation to the needs of the user. Equipment should only be purchased to address a specific problem following assessment. There are guidance notes in each section with the reasons to purchase, please look in the catalogue to see pictures / design of the equipment before purchase.

If the assessor judges that the problem identified requires more specialized equipment than this basic list, please contact the Occupational Health Department for further advice. The prices quoted are discounted and accurate for 2012 catalogues – Business Bureau & Office Depot.

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WRIST RESTS To assist in maintaining a flat wrist position for users who have difficulty with hand positioning / aches etc.		
<p>Fellowes Memory Foam Keyboard Wrist Rest Never loses its shape. Redistributes pressure points for soothing support £3.35 Code 485 8605 Catalogue – Office Depot P.457 Notes – Ensures proper hand position while typing</p> 	<p>Kensington Foam Keyboard Wrist Rest Distributes wrist pressure throughout the foam for more comfortable typing Soft fabric cover £7.23 Code 553 249 Catalogue – Business Bureau P.806 Notes – maintains good work position</p> 	<p>5 Star Wrist Rest Firm keyboard wrist bar £1.99 Code 907 719 Catalogue – Business Bureau P.808 Notes – maintains good work position.</p> 
<p>Fellowes Foam Mouse Pad Never loses its shape. Redistributes pressure points for soothing support £3.08 Code 485 8533 Catalogue – Office Depot P.457 Notes – Non-skid backing holds pad firmly in place</p> 	<p>Kensington Foam Keyboard Mouse Rest Soft fabric cover £7.10 Code 553 257 Catalogue – Business Bureau P.806 Notes – maintains good work position.</p> 	

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MONITOR RAISERS – STANDARD SCREEN & FLAT SCREEN		
To raise the monitor so that the top of the screen is at eye-height.		
<p>Fellowes Standard Monitor Riser Height adjustable to 102mm £17.58 Code 688 126</p> <p>Catalogue – B. Bureau P.791 Notes – Extra height 51 –102 mm</p>	<p>Fellowes Monitor Riser Premium Height adjustable to 164mm £9.26 Code 547 337</p> <p>Catalogue – Office Depot P.462 Notes – Useful storage space</p>	<p>Fellowes LCD/TFT Flat Screen Riser 91450 Height adjustable to 114mm £10.02 Code 529 724 Catalogue – Office Depot P.462 Notes – reduced depth, rotating platform</p>
		

MONITOR RAISER – LAPTOP
<p>Laptops are not intended for prolonged use without a separate keyboard & mouse (the computer is used for screen only function), where possible a standard computer should be used. If using the laptop for prolonged periods – use a monitor raiser, or if carrying / traveling with equipment consider purchasing the following:</p>
<p>Fellowes Office Suites Laptop Riser Desktop tilt adjustable stand with letter trays, not transportable. £18.45 Code 156 643 Catalogue – Business Bureau P.794 Notes - Ensures good ergonomic position, to be used with separate keyboard & mouse. Has paperwork storage.</p>





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<p>Flextop 2 Easel-type, compact lightweight aluminium laptop stand, height adjustable, elevates the screen to suitable eye height. Must be used with separate keyboard & mouse. £71.95 (excludes VAT) Code EB/FTOP 2 Catalogue – Osmond Notes – Collapsible very lightweight support, suitable for travel use. http://www.ergonomics.co.uk/laptop_stands.html</p> 	<p>Kensington Easy Riser Easel-type, plastic height adjustable stand, must be used with separate keyboard & mouse. £9.93 Code 538 223 Catalogue – Office Depot P.463 Notes – Portable, collapsible lightweight support, suitable for travel use.</p> 
<p>Flexkit The FlexTop 2 Adjustable Laptop Stand folds completely flat (only 6mm thick). Weight 330g. Can be attached semi-permanently to the laptop with the 3M Dual Lock. Once attached, it becomes part of the laptop and no longer a separate accessory. Instant height-adjustment. From £114.99 -- £172.99 (excludes VAT) Catalogue – Osmond Notes – travel kit, ensures good working position. http://www.ergonomics.co.uk/flextop_2_laptop_stand_kit.html</p>	<p>3M LX550 Ergonomic Notebook Riser Position your laptop /notebook screen at an ergonomically correct height while increasing available desk space. Height adjustable from 102mm to 152mm. Dimensions: 33 x 33 x 10.2-15.2cm £19.76 Code – 532 676 Catalogue – Office Depot P.463 Notes - Ensures good ergonomic position, to be used with separate keyboard & mouse.</p> 





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LAPTOP ROLLING CASE		
Users of laptops may benefit from purchasing a laptop case with wheels, thus avoiding manual handling injuries when carrying laptops and documents to meetings/events.		
<p>Laptop Rolling Case Made from hard wearing 1680d nylon. Removable laptop slipcase. Large pocket with two divider sections Fits screens up to 15.4"</p> <p>£29.35 Code 537 698 Catalogue – Office Depot P.371 Dimensions: 465W x 330H x 100Dmm</p>	<p>Laptop Rolling Case Business Case</p> 	<p>Targus 15.4" Rolling Business Case Large rolling case with removable laptop slipcase.. Overnight compartment. Telescopic handle. Easy-glide skate wheels. Fits screens up to 15.4"</p> <p>£36.50 Code 538 903 Catalogue – Office Depot P.372 Dimensions: 510 x 260 x 340mm</p>
<p>Port Design Manhattan Roller Back Pack Port Designs Manhattan 2 in 1 roller backpack Fits screens up to 15.4" Padded shoulder straps Heavy duty telescopic handle £70.00 (ex vat) Code: HYP-MRB2 http://www.ergonomics.co.uk/laptop_bags.html</p>	<p>Manhattan Samsonite</p> 	<p>Samsonite Unity Toploader A quality laptop computer bag offering optimal organisation & styling in a roller format Suitable for 17" screen laptops £76.99 (ex vat) Code SAM-SU33.007 Catalogue – Osmond Weight (empty):3.8kg http://www.ergonomics.co.uk/samsonite_laptop_bags.html</p>
<p>LIGHTPAK MASTER Laptop Backpack Fits screens up to 15.4". Locakable trolley. Stowable shoulder straps. Expandable main compartment with several smaller pockets and padded laptop compartment. Dirt cover for wheels £42.94 Code 323288 Catalogue – Business Bureau P.830 Dimensions: 325W x 485H x 180Dmm</p>		




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FOOTRESTS Necessary if a user is of short stature and requires the floor level to be raised, or an aid to good working position e.g. users with a history of back pain.		
<p>Kensington Solemate plus Footrest Adjustable footrest – X6 heights</p> <p>£13.27 Code 505 447 Catalogue – Office Depot P.460 Notes – 6 different height adjustments</p> <div style="text-align: center; margin-top: 20px;">  </div>	<p>Office Depot – Adjustable Footrest Vertical adjustment 110 to 124 mm 460w X 360mm</p> <p>£5.70 Code 1562756 Catalogue – Office Depot P.460 Notes – Adjustable in both height and angle for maximum comfort</p> <div style="text-align: center; margin-top: 20px;">  </div>	<p>Kensington Solemate Footrest Fixed height, non slip surface D350 X W450mm</p> <p>£10.53 Code 527 901 Catalogue – Office Depot P.442 Note – Fixed height, non slip surface</p> <div style="text-align: center; margin-top: 20px;">  </div>






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DOCUMENT HOLDERS For typing from documents ensuring paperwork is at the same height and distance as the screen. Promotes good ergonomic working position of the head & neck.		
<p>Fellowes Booklift Copyholder Support for ledgers, books & folders £6.96 Code 705244 Catalogue – Business Bureau P.797 Notes – adjustable for angle not height. Suitable for working from large documents/books/manuals</p> 	<p>Fellowes Weighted Copyholder Desk top, adjustable arm for height £9.93 Code 522 322 Catalogue – Office Depot P.458 Notes – height adjustable, requires desktop space</p> 	<p>Fellowes Office Suites Monitor Mount Copy holder – attached to screen £15.57 Code 173 642 Catalogue – Business Bureau P.797 Notes – Same level as screen, no desktop space used</p> 
<p>Compucessory Copystand Adjusts up to four angles, holds up to 50 sheets of paper. £9.13 Code 165806 Catalogue – Business Bureau P.797</p> 		

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DESK RAISERS		
For persons of tall stature requiring the desk height to be raised to accommodate heel to knee length		
<p>T- Blocks – set of 4 Interlocking wooden blocks to raise desk level – 2.5cm (sets of 4 blocks) £7.95 (ex VAT) Code – no code Catalogue – Osmond Notes – For desks with stud feet, buy more sets to raise desk to height needed – up to 7.5cm. http://www.ergonomics.co.uk/igs/cpti.6/dbitemid.16/sfa.view/posture_aids.html</p>	<p>Desk Feet Round – set of 4 Reversible single wooden blocks to raise desk by 2.5 or 5 cm £27.95 (excludes VAT) Code 6091 Catalogue – Posturite Notes – Fits stud feet to 3.8cm diameter, cannot be added to for more height. http://www.posturite.co.uk/desks-furniture/desk-accessories/desk-feet-round-set-of-four.html</p>	<p>Desk Feet Runners set of 4 Single wooden blocks for desks with runners not stud feet. £27.95 (excludes VAT) Code 6092 Catalogue – Posturite Notes – 2.5cm continuous groove raises desk height to 50mm, cannot be added to for more height. http://www.posturite.co.uk/PosturiteSite/category/desking%5Fstorage%5Fand%5Ffeet/</p>
		

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LIGHTING			
Additional lighting may be incorporated by providing directional lighting such as a desk lamp or by adding an uplighter			
<p>Merit Multipurpose Adjustable Desk Lamp Adjustable arm and head Requires a 60W screw bulb £33.40 Code 914 840 Black £34.00 Code 914 832 Brushed Steel Catalogue – The Business Bureau P.535 Note – bulb NOT included.</p> 	<p>Helix Classic Daylight Desklamp 11W daylight fluorescent tube Fully adjustable £23.03 Code 529 901 Catalogue – Office Depot P.274 Note – bulb NOT included</p> 	<p>Helix Classic Desk Lamp VL2 11 watt fluorescent Classic three-spring arm mechanism Fully adjustable head £69.84 Code 511 633/511 625 Catalogue – The business Bureau Note – bulb included P.533</p> 	
<p>Merit Uplighter Mother & Child Silver floor lamp. Mother & child operate under individual dimmers/ on & off switching. Child light is adjustable to position over a desk. £113.30 Code 909450 Silver Catalogue – The Business Bureau P.536 Note-Height: mother :1830mm/ child:1530mm</p>	<p>Merit Uplighter</p> 	<p>Unilux Uplighter</p> 	<p>Unilux Halogen Adjustable Bowl Uplighter. Adjustable bowl. Great Stability. Dimmer switch on the wire. 1 year guarantee. £32.64 Code 048740 Catalogue – The Business Bureau P.536 Note-Height: 1800mm</p>

Health, Safety and Wellbeing Office - April 2012