Flowchart to replace operator chairs

New chair required

Reason for replacement:
Chair broken or unsuitable due to non-health reasons

Chair features

Standard chair (In stock)

Department to order chair from Central Stores.
Product list available via online stock catalogue (restricted).

Chair replaced

Level 2 DSE assessment carried out by DSE Facilitator

Reason for replacement:
Chair unsuitable due to health reasons

Non Standard chair (Special order)

Refer to Occupational Health

Occupational Health to perform Level 3 assessment and procure specialist equipment

1. https://www.essex.ac.uk/purchasing/restricted/products/furniture.shtm#FURNITURE - OFFICE
Chairs will be funded from your departmental budget unless procured by the Occupational Health team following a level 3 assessment.

**Standard Operator Chairs (Solar & Task) – Stocked items**
There are two sizes of chair available from Central Stores: the Solar chair is a standard chair for the average sized person; the Task chair is a bigger chair designed for the above average sized person. All chairs are designed with seat slide as standard feature. Standard stock colour is black. No arms or additional support provided.

The standard Solar or Task chair can be ordered with additional extras. Both chairs can be ordered in other colours and with arms or additional lumbar support. Non-stock standard chairs will normally take 2-4 weeks for delivery. Contact HSAS for supplier details.

**Special / Ergonomic Operator Chair**
Any non-standard chair must be approved by an Occupational Health Adviser as part of a level 3 assessment. If for a disability, the chair may be funded by the Occupational Health Reasonable Adjustments budget.