Flowchart for the procurement of peripheral computer equipment (not chairs)

All items below will be at a departmental cost unless for a disability then equipment maybe funded from the Occupational Health Service Reasonable Adjustment Budget.

- Flowchart:
  - DSE Training and self assessment completed
  - DSE Facilitator
  - Request further assistance from HSAS
  - Additional equipment required
    - trackball mouse
    - small mouse
    - split keyboard
    - short keyboard
    - separate number pad
    - wrist rests
    - Footrest
    - document holder
    - desk risers
    - writing slope
    - laptop docking
    - software (voice activation, magnification)
    - packages
    - set up options
    - Specialist requirement
    - Contact HSAS for possible loan
    - Department to order via IT Purchasing or direct with supplier
    - Request further assistance from IT Services
    - Referral to OH

Items obtained from HSAS on loan are usually loaned for up to three weeks. Staff must then return the item/s to HSAS and purchase their own. Good discounts can be obtained if purchased via IT Services email: it.purchasing@essex.ac.uk

Referrals to OH must be made on an official referral form downloadable from the OH website and should be copied to the Line Manager.
Footrest from Central Stores. Costs about £20.00

Writing slope can be made by Estates Carpenter. Costs about £30.00

Trackball mouse can help with wrist pain. Costs about £25.00. Available for loan from HSAS

Wrist rests can help with wrist pain. Costs vary from supplier and style. Available for loan from HSAS

Short keyboards can help in restricted space or if there is upper limb pain. Costs about £40.00. Available for loan from HSAS

A split keyboard helps to keep the hands at a more natural angle. Costs about £40.00 - £65.00. Available for loan from HSAS