



POLITECNICO
MILANO 1863

Employment risks sheet

User's guide - VDU risk



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VDU guide				
Relevant department				



1. Introduction and access

What is it for?

The Prevention and Protection Service uses completed occupational risks forms to assess your possible exposure to occupational risks and to trigger the relative health surveillance if necessary.
If you have any doubts when filling it in, ask the local Safety Officer at your facility.

Accessing the application

The Employment risks sheet application is available in the University Online Services

2. My sheets

The first page of the application provides the list of your occupational risks forms and access to the form being filled out

3. Filling in and approving the shets

The form is divided into three sections described below. The form can only be approved after saving each form.

3.1. Personal Data

This section summarises your personal and university career data as well as other information on safety training.



Personal data	To modify your personal data, click on the relevant button: this will take you directly to the application to manage personal data and contact details.
Health Surveillance	Among the questions in the ' Personal Questions ' table, it is particularly important to answer the one concerning previous health surveillance visits . Answer 'YES' if you have been summoned at least once for medical examination.
Save the section	Press 'save' at the bottom of the page to confirm what is listed in the section

3.2. Work activity

What does 'work activity' mean?	'Work activity' means all of your duties, which may change over time regardless of your career position at the university. The data present and being input in this section concern the risks associated with your work and work rooms.
Room(s) and Hazards	The Room Table indicates the room(s) associated with you; the Hazards Table lists any risks entered by your supervisor and associated with your room(s).
Current work activity	<p>This table allows you to describe your work activity and specify the place where you most often carry it out.</p> <p>You must pay particular attention to these two aspects:</p> <ul style="list-style-type: none">• the description of your current work activity: if your work is mainly carried out at a PC workstation, please specify "Systematic and habitual use of video terminals"• the place where your work is mainly carried out



Current Job Activity	
Description of the current work activity	
Work activity described above carried out by	gg/mm/aaaa
Main workplace	<input type="checkbox"/> class <input type="checkbox"/> office <input type="checkbox"/> library <input type="checkbox"/> labs
End date of employment relationship	gg/mm/aaaa
Working hours	Select an option ▼

Systematic use
of VDUs

In this table you can specify the systematic use of VDUs by **selecting 'YES' from the drop-down menu**. You will also need to specify the **frequency** of this activity

Systematic and habitual use of video terminals	
Systematic and habitual use of video terminals	YES ▼
Specify the average number of hours / week:	greater than 20 hours ▼

Save the section

Press 'save' at the bottom of the page to confirm what is listed in the section

3.3. Occupational risks

If you are exposed to risks other than those listed in the occupational risks form, you can specify them in this section.

Save the section

Press 'save' at the bottom of the page to confirm what is listed in the section

3.4. Sending the sheet

Once all three forms have been saved, the 'Approve the sheet' button at the top right-hand corner will become active.

By pressing it, the sheet is sent to your supervisor for evaluation.

Approve the Sheet



4. Check list for the VDU operator.

Any worker spending more than 20 hours a week in front of a PC or other visual devices is defined as a 'VDU operator'.

If your work activity is completely covered by this definition and does not involve being in the laboratory or places other than the office, these points can summarise how you should fill out the form:

Personal Data Section

1. Check the accuracy of your data and correct as necessary
2. Indicate whether you have already had a **health surveillance** visit
3. Save the section

Work Activity Section

1. Check if the associated room is correct and report any inaccuracies if necessary
2. **Describe your work** with the wording 'VDU', specify the start date, the weekly frequency and 'Office' as the main location
3. Enter '**YES**' in the section 'Systematic Use of VDUs' and '> 20 hours' as the frequency
4. Save the section

Occupational Risks Section

Normally nothing needs to be reported here

1. Save the section

Sheet Approval

Use the 'Approve the sheet' button in the top right-hand corner to send the completed form to your supervisor. If the button is not active, it means that one or more sections still have to be saved.