

Personnel Questionnaire - Risks / Hazards

Name: *Emmyn Clark*

Date: *18-12-78*

Personal and Personal Working Area

	Yes	No	Low	Medium	High
Is the work area clean and tidy?	✓				
Is there sufficient lighting?	✓				
Is the temperature comfortable?	✓				
Is there adequate heating and ventilation in the working area?	✓				
Is the area around the workstation / workbench clear of any obstructions?	✓				
Are walkways clear of obstructions?	✓				
Are items stacked on shelving properly?	✓				
Is the flooring slippery, uneven, sloped or have holes?	✗	✓			
Is there any loose or ripped carpeting?		✓			
Are radiators clear of anything combustible?	✓				
Do any cables or wires run across the floor?		✓			
Are all electrical cables in good condition?	✓				
Is there space within and around the workstation / workbench to work?	✓				
Are there any sources of distracting noise?		✓			
Are there any problems with static electricity?		✓			
Is there a Fire extinguisher in the working area?	✓				
Have you been trained in the use of Fire extinguishers and fire prevention techniques?	✓				
Do you know that information on fire extinguishers location and use is in intrastats?	✓				
Do you know what to do in the event of a fire?	✓				
Are you aware of the fire assembly point?	✓				
Do you know what and where the fire alarm is?	✓				
Is protective clothing and equipment provided?	✓				
Is it effective?	✓				
Do you have a pre-existing medical condition or health problem?		✓			
Are you pregnant?		✓			

Personal and Personal Working Area	Yes	No	Low	Medium	High
Does the task involve holding a load away from your body?	✓		✓		
Does the task involve reaching upwards?	✓		✓		
Does the task involve strenuous pushing or pulling?	✓		✓		
Does the task involve moving or carrying a load over a long distance?	✓	✓	✓		✓
Does the task involve excessive or continuous lifting?	✓		✓		
Does the task involve stooping to lift or lower the load?		✓			
Does the task involve twisting the trunk?		✓	✓		
Does the task involve repetitive or prolonged handling?	✓		✓		
Does the task involve unusual strength or height?		✓			
Does the task involve sudden / unpredictable movements?		✓			
Are there others to assist with lifting?	✓		✓		
Are packages heavy?		✓		✓	
Are packages bulky?		✓		✓	
Are packages difficult to hold?		✓			
Are packages unstable?		✓		✓	
Do packages have contents that are sharp?		✓			
Do packages have contents that are awkward in size?		✓			
Do packages have contents that are potentially dangerous?			✓		
Do packages have contents that are likely to move?			✓		
Do packages have Hazardous substances present?			✓		
Have you been trained on good ergonomic practices?		✓			
Have you been given all available information on the use of display screen equipment?		✓			
Is there a system for users to report faults relating to display screen work?		✓			
Are you taking appropriate breaks from display screen work?		✓			
Is your chair in good working condition and adjustable?		✓			
Do you sit correctly in the chair?		✓			
Can you place both feet flat on the floor?		✓			
If not, is a footrest provided?		✓			
Is your chair adjusted to the proper height for your display screen?		✓			
Is the desk high enough for use with display screen equipment?		✓			
Is the screen free from glare and reflections?		✓			
If not, is a screen filter provided?		✓			
Can you work comfortably at your workstation?		✓			

Personnel Questionnaire - Risks / Hazards

Name:	Josh Leighton				
Date:	18/12/18				
Personal and Personal Working Area	Yes	No	Low	Medium	High
Is the work area clean and tidy?	✓				
Is there sufficient lighting?	✓				
Is the temperature comfortable?	✓				
Is there adequate heating and ventilation in the working area?	✓				
Is the area around the workstation / workbench clear of any obstructions?	✓				
Are walkways clear of obstructions?	✓				
Are items stacked on shelving properly?	✓				
Is the flooring slippery, uneven, sloped or have holes?		✓			
Is there any loose or ripped carpeting?		✓			
Are radiators clear of anything combustible?	✓				
Do any cables or wires run across the floor?		✓			
Are all electrical cables in good condition?	✓				
Is there space within and around the workstation / workbench to work?	✓				
Are there any sources of distracting noise?		✓			
Are there any problems with static electricity?		✓			
Is there a Fire extinguisher in the working area?	✓				
Have you been trained in the use of Fire extinguishers and fire prevention techniques?		✓			
Do you know that information on fire extinguishers location and use is in intrastats?	✓				
Do you know what to do in the event of a fire?	✓				
Are you aware of the fire assembly point?	✓				
Do you know what and where the fire alarm is?	✓				
Is protective clothing and equipment provided?		✓			
Is it effective?		✓			
Do you have a pre-existing medical condition or health problem?	✓		✓		
Are you pregnant?		✓			

Personal and Personal Working Area	Yes	No	Low	Medium	High
Does the task involve holding a load away from your body?		✓			
Does the task involve reaching upwards?	✓		✓		
Does the task involve strenuous pushing or pulling?		✓			
Does the task involve moving or carrying a load over a long distance?		✓			
Does the task involve excessive or continuous lifting?		✓			
Does the task involve stooping to lift or lower the load?		✓			
Does the task involve twisting the trunk?		✓			
Does the task involve repetitive or prolonged handling?	✓		✓		
Does the task involve unusual strength or height?		✓			
Does the task involve sudden / unpredictable movements?		✓			
Are there others to assist with lifting?	✓		✓		
Are packages heavy?		✓		✓	
Are packages bulky?	✓		✓		
Are packages difficult to hold?		✓			
Are packages unstable?		✓			
Do packages have contents that are sharp?		✓			
Do packages have contents that are awkward in size?			✓		
Do packages have contents that are potentially dangerous?			✓		
Do packages have contents that are likely to move?			✓		
Do packages have Hazardous substances present?			✓		
Have you been trained on good ergonomic practices?		✓		✓	
Have you been given all available information on the use of display screen equipment?		✓		✓	
Is there a system for users to report faults relating to display screen work?	✓				
Are you taking appropriate breaks from display screen work?	✓				
Is your chair in good working condition and adjustable?	✓				
Do you sit correctly in the chair?	✓				
Can you place both feet flat on the floor?	✓		✗		
If not, is a footrest provided?	✓		✗		
Is your chair adjusted to the proper height for your display screen?	✓				
Is the desk high enough for use with display screen equipment?	✓				
Is the screen free from glare and reflections?	✓				
If not, is a screen filter provided?		✓		✓	
Can you work comfortably at your workstation?	✓				

Personnel Questionnaire - Risks / Hazards

Name: M. GREEN					
Date: 21-12-18					
Personal and Personal Working Area	Yes	No	Low	Medium	High
Is the work area clean and tidy?	✓		✓		
Is there sufficient lighting?	✓		✓		
Is the temperature comfortable?	✓		✓		
Is there adequate heating and ventilation in the working area?	✓		✓		
Is the area around the workstation / workbench clear of any obstructions?	✓		✓		
Are walkways clear of obstructions?	✓		✓		
Are items stacked on shelving properly?	✓		✓		
Is the flooring slippery, uneven, sloped or have holes?	✓		✓		✓
Is there any loose or ripped carpeting?	✓	✓	✓		
Are radiators clear of anything combustible?	✓		✓		
Do any cables or wires run across the floor?	✓	✓	✓		
Are all electrical cables in good condition?	✓		✓		
Is there space within and around the workstation / workbench to work?	✓		✓		
Are there any sources of distracting noise?	✓		✓		
Are there any problems with static electricity?	✓		✓		
Is there a Fire extinguisher in the working area?	✓		✓		
Have you been trained in the use of Fire extinguishers and fire prevention techniques?	✓		✓		
Do you know that information on fire extinguishers location and use is in intrastats?	✓		✓		
Do you know what to do in the event of a fire?	✓		✓		
Are you aware of the fire assembly point?	✓		✓		
Do you know what and where the fire alarm is?	✓		✓		
Is protective clothing and equipment provided?	✓		✓		
Is it effective?	✓		✓		
Do you have a pre-existing medical condition or health problem?	✓	✓	✓		
Are you pregnant?		✓	✓		

Personal and Personal Working Area	Yes	No	Low	Medium	High
Does the task involve holding a load away from your body?		/	/		
Does the task involve reaching upwards?		/	/		
Does the task involve strenuous pushing or pulling?		/	/		
Does the task involve moving or carrying a load over a long distance?		/	/		
Does the task involve excessive or continuous lifting?		/	/		
Does the task involve stooping to lift or lower the load?		/	/		
Does the task involve twisting the trunk?		/	/		
Does the task involve repetitive or prolonged handling?		/	/		
Does the task involve unusual strength or height?		/	/		
Does the task involve sudden / unpredictable movements?		/	/		
Are there others to assist with lifting?	/		/		
Are packages heavy?		/	/		
Are packages bulky?		/	/		
Are packages difficult to hold?		/	/		
Are packages unstable?		/	/		
Do packages have contents that are sharp?		/	/		
Do packages have contents that are awkward in size?		/	/		
Do packages have contents that are potentially dangerous?		/	/		
Do packages have contents that are likely to move?		/	/		
Do packages have Hazardous substances present?		/	/		
Have you been trained on good ergonomic practices?		/	/		
Have you been given all available information on the use of display screen equipment?		/	/		
Is there a system for users to report faults relating to display screen work?		/	/		
Are you taking appropriate breaks from display screen work?		/	/		
Is your chair in good working condition and adjustable?		/	/		
Do you sit correctly in the chair?		/	/		
Can you place both feet flat on the floor?		/	/		
If not, is a footrest provided?		/	/		
Is your chair adjusted to the proper height for your display screen?		/	/		
Is the desk high enough for use with display screen equipment?		/	/		
Is the screen free from glare and reflections?		/	/		
If not, is a screen filter provided?		/	/		
Can you work comfortably at your workstation?		/	/		

Personnel Questionnaire - Risks / Hazards

Name:	S. Niyord	Yes	No	Low	Medium	High
Date:	20/12/18					
Personal and Personal Working Area						
Is the work area clean and tidy?		✓		✓		
Is there sufficient lighting?		✓		✓		
Is the temperature comfortable?	CAN BE COLD	✓		✓		
Is there adequate heating and ventilation in the working area?		✓		✓		
Is the area around the workstation / workbench clear of any obstructions?		✓		✓		
Are walkways clear of obstructions?		✓		✓		
Are items stacked on shelving properly?		✓				
Is the flooring slippery, uneven, sloped or have holes?			✓	✓		
Is there any loose or ripped carpeting?			✓	✓		
Are radiators clear of anything combustible?		✓		✓		
Do any cables or wires run across the floor?			✓	✓		
Are all electrical cables in good condition?		✓		✓		
Is there space within and around the workstation / workbench to work?		✓		✓		
Are there any sources of distracting noise?	Road Noise, OFFICES					
Are there any problems with static electricity?			✓	✓		
Is there a Fire extinguisher in the working area?			✓	✓		
Have you been trained in the use of Fire extinguishers and fire prevention techniques?		✓		✓		
Do you know that information on fire extinguishers location and use is in intrastats?		✓		✓		
Do you know what to do in the event of a fire?		✓		✓		
Are you aware of the fire assembly point?		✓		✓		
Do you know what and where the fire alarm is?			✓	✓		
Is protective clothing and equipment provided?						
Is it effective?		✓		✓		
Do you have a pre-existing medical condition or health problem?			✓			
Are you pregnant?						

Personal and Personal Working Area	Yes	No	Low	Medium	High
Does the task involve holding a load away from your body?		✓	/		
Does the task involve reaching upwards?	/	/	/		
Does the task involve strenuous pushing or pulling?			/	/	
Does the task involve moving or carrying a load over a long distance?		✓	/	/	
Does the task involve excessive or continuous lifting?		✓	/	/	
Does the task involve stooping to lift or lower the load?		✓	/	/	
Does the task involve twisting the trunk?		✓	/	/	
Does the task involve repetitive or prolonged handling?		✓	/	/	
Does the task involve unusual strength or height?		✓	/	/	
Does the task involve sudden / unpredictable movements?		✓	/	/	
Are there others to assist with lifting?	✓				
Are packages heavy?					
Are packages bulky?					
Are packages difficult to hold?					
Are packages unstable?					
Do packages have contents that are sharp?					
Do packages have contents that are awkward in size?					
Do packages have contents that are potentially dangerous?					
Do packages have contents that are likely to move?					
Do packages have Hazardous substances present?			✓	✓	
Have you been trained on good ergonomic practices?					
Have you been given all available information on the use of display screen equipment?	✓		✓		
Is there a system for users to report faults relating to display screen work?	✓		✓		
Are you taking appropriate breaks from display screen work?	✓		/		
Is your chair in good working condition and adjustable?	✓		✓		
Do you sit correctly in the chair?	✓		✓		
Can you place both feet flat on the floor?	✓		✓		
If not, is a footrest provided?		✓		✓	
Is your chair adjusted to the proper height for your display screen?	✓			✓	
Is the desk high enough for use with display screen equipment?	✓		✓		
Is the screen free from glare and reflections?	✓		✓		
If not, is a screen filter provided?	✓		✓		
Can you work comfortably at your workstation?					

Personnel Questionnaire - Risks / Hazards

Name:	Gail Bell					
Date:	2-1-19.					
Personal and Personal Working Area		Yes	No	Low	Medium	High
Is the work area clean and tidy?	<input checked="" type="checkbox"/>					
Is there sufficient lighting?	<input checked="" type="checkbox"/>					
Is the temperature comfortable?						<input checked="" type="checkbox"/>
Is there adequate heating and ventilation in the working area?	<input checked="" type="checkbox"/>					
Is the area around the workstation / workbench clear of any obstructions?	<input checked="" type="checkbox"/> <i>WAD</i>					
Are walkways clear of obstructions?	<input checked="" type="checkbox"/>					
Are items stacked on shelving properly?	<input checked="" type="checkbox"/>					
Is the flooring slippery, uneven, sloped or have holes?	<input checked="" type="checkbox"/>					
Is there any loose or ripped carpeting?	<input checked="" type="checkbox"/>					
Are radiators clear of anything combustible?	<input checked="" type="checkbox"/>					
Do any cables or wires run across the floor?	<input checked="" type="checkbox"/>					
Are all electrical cables in good condition?	<input checked="" type="checkbox"/>					
Is there space within and around the workstation / workbench to work?	<input checked="" type="checkbox"/>					
Are there any sources of distracting noise?	<input checked="" type="checkbox"/>					
Are there any problems with static electricity?	<input checked="" type="checkbox"/>					
Is there a Fire extinguisher in the working area?	<input checked="" type="checkbox"/>					
Have you been trained in the use of Fire extinguishers and fire prevention techniques?	<input checked="" type="checkbox"/>					
Do you know that information on fire extinguishers location and use is in intrastats?	<input checked="" type="checkbox"/>					
Do you know what to do in the event of a fire?	<input checked="" type="checkbox"/>					
Are you aware of the fire assembly point?	<input checked="" type="checkbox"/>					
Do you know what and where the fire alarm is?	<input checked="" type="checkbox"/>					
Is protective clothing and equipment provided?	<input checked="" type="checkbox"/>					
Is it effective?	<input checked="" type="checkbox"/> ?					
Do you have a pre-existing medical condition or health problem?	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>
Are you pregnant?	<input checked="" type="checkbox"/>					

left const - C Tunnel.

Personal and Personal Working Area	Yes	No	Low	Medium	High
Does the task involve holding a load away from your body?		✓			
Does the task involve reaching upwards?				✓	
Does the task involve strenuous pushing or pulling?		✓			
Does the task involve moving or carrying a load over a long distance?		✓			
Does the task involve excessive or continuous lifting?			✓		
Does the task involve stooping to lift or lower the load?		✓			
Does the task involve twisting the trunk?			✓		
Does the task involve repetitive or prolonged handling?	✓				
Does the task involve unusual strength or height?		✓			
Does the task involve sudden / unpredictable movements?		✓			
Are there others to assist with lifting?	✓				
Are packages heavy?		✓			
Are packages bulky?			✓		
Are packages difficult to hold?		✓			
Are packages unstable?		✓		✓	
Do packages have contents that are sharp?			✓		
Do packages have contents that are awkward in size?		✓			
Do packages have contents that are potentially dangerous?		✓			
Do packages have contents that are likely to move?		✓		✓	
Do packages have Hazardous substances present?			✓		
Have you been trained on good ergonomic practices?		✓			
Have you been given all available information on the use of display screen equipment?	✓				
Is there a system for users to report faults relating to display screen work?	✓				
Are you taking appropriate breaks from display screen work?	✓				
Is your chair in good working condition and adjustable?	✓				
Do you sit correctly in the chair?	✓				
Can you place both feet flat on the floor?	✓				
If not, is a footrest provided?					
Is your chair adjusted to the proper height for your display screen?	✓				
Is the desk high enough for use with display screen equipment?	✓				
Is the screen free from glare and reflections?	✓				
If not, is a screen filter provided?					
Can you work comfortably at your workstation?	✓				