

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?	/		/		