

Personnel Questionnaire
Risks / Hazards

Name: Koo Kegge
 Date: 20/8/09

RISK?	LEVEL of RISK					
	Y/N	Yes	No	Low	Medium	High
Is the work area clean and tidy?	Y		X	X		
Is there sufficient lighting?	Y		X	X		
Is the temperature comfortable? – 30°C 18°C 22°C	Y		X	X		
Is there adequate heating & ventilation in the working area?	Y		X	X		
Is the area around the workstation / workbench clear of any obstructions?	Y		X	X		
Are walkways clear of obstructions?	Y		X	X		
Are items stacked on shelving properly?	Y		X	X		
Is the flooring slippery, uneven, sloped or have holes?	Y		X	X		
Is there any loose or ripped carpeting?	Y		X	X		
Are radiators clear of anything combustible?	Y		X	X		
Do any cables or wires run across the floor? – 30°C 18°C 22°C On floors under chairs	Y		X	X		
Are all electrical cables in good condition?	Y		X	X		
Is there space within and around the workstation / workbench to work?	Y		X	X		
Are there any sources of distracting noise?	Y		X	X		
Are there any problems with static electricity?	Y		X	X		
Is there a fire extinguisher in the working area? – 30°C 18°C 22°C	Y		X	X		
Have you been trained in the use of fire extinguishers and fire prevention techniques?	Y		X	X		
Do you know what to do in the event of a fire?	Y		X	X		
Are you aware of the fire assembly point?	Y		X	X		
Do you know what & where the fire alarm is?	Y		X	X		
Is protective clothing and equipment provided?	Y		X	X		
Is it effective?	Y		X	X		
Do you have a pre-existing medical condition or health problem?	Y		X	X		
Are you pregnant?	Y		X	X		

Personnel Questionnaire
Risks / Hazards

Name:
Date:

RISK* LEVEL of RISK

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?

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Personnel Questionnaire
Risks / Hazards

Name:
 Date:

Workstations	LEVEL of RISK					
	V/N	Yes	No	Low	Medium	High
Have you been trained on good ergonomic practices?						
Have you been given all available information on the use of display screen equipment?	Y					
Is there a system for users to report faults relating to display screen work?		X				
Are you taking appropriate breaks from display screen work?		X				
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. H. YOUNG
 Date: 24.8.9

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

Personnel Questionnaire
Risks / Hazards

Name:
 Date:

RISK?

LEVEL of RISK

Does the task involve holding a load away from your body?	Y	✗	✗
Does the task involve reaching upwards?	Y	✗	✗
Does the task involve strenuous pushing or pulling?	Y	✗	✗
Does the task involve moving or carrying a load over a long distance?	Y	✗	✗
Does the task involve excessive or continuous lifting?	Y	✗	✗
Does the task involve stooping to lift or lower the load?	Y	✗	✗
Does the task involve twisting the trunk?	Y	✗	✗
Does the task involve repetitive or prolonged handling?	Y	✗	✗
Does the task involve unusual strength or height?	Y	✗	✗
Does the task involve sudden / unpredictable movements?	Y	✗	✗
Does the task involve sudden / unpredictable movements?	Y	✗	✗
Are there others to assist with lifting?	Y	✗	✗
Are packages heavy?	Y	✗	✗
Are packages bulky?	Y	✗	✗
Are packages difficult to hold?	Y	✗	✗
Are packages unstable?	Y	✗	✗
Do packages have contents that are sharp?	Y	✗	✗
Do packages have contents that are awkward in size?	Y	✗	✗
Do packages have contents that are potentially dangerous?	Y	✗	✗
Do packages have contents that are likely to move?	Y	✗	✗
Do packages have hazardous substances present?	Y	✗	✗

Personnel Questionnaire
Risks / Hazards

Name:
 Date:

RISK?

LEVEL of RISK

Workstations	Y/N	Yes			No		
		Low	Medium	High	Low	Medium	High
Have you been trained on good ergonomic practices?	Y	✓					
Have you been given all available information on the use of display screen equipment?	Y		✓				
Is there a system for users to report faults relating to display screen work?	Y		✓				
Are you taking appropriate breaks from display screen work?	Y		✓				
Is your chair in good working condition and adjustable?	Y		✓				
Do you sit correctly in the chair?	Y		✓				
Can you place both feet flat on the floor?	Y		✓				
If not, is a footrest provided?	Y		✓				
Is your chair adjusted to the proper height for your display screen?	Y		✓				
Is the desk high enough for use with display screen equipment?	Y		✓				
Is the screen free from glare and reflections?	Y		✓				
If not, is a screen filter provided?	Y		✓				
Can you work comfortably at your workstation?	Y	✓					

Personnel Questionnaire
Risks / Hazards

Name:
Date:

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LEVEL of RISK

Personnel Questionnaire

Name:
Date:

Date:

RISK?

LEVEL of RISK

Personnel Questionnaire
Risks / Hazards

Name: Helen Lamb
 Date: 20/08/09

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

Personnel Questionnaire Risks / Hazards

Name: Helen Lamb
Date: 20/08/09

RISK?	LEVEL of RISK	1	2	3	4	5	6	7	8	9	10
Does the task involve holding a load away from your body?	N	N	N	N	N	N	N	N	N	N	N
Does the task involve reaching upwards?	N	N	N	N	N	N	N	N	N	N	N
Does the task involve strenuous pushing or pulling?	N	N	N	N	N	N	N	N	N	N	N
Does the task involve moving or carrying a load over a long distance?	N	N	N	N	N	N	N	N	N	N	N
Does the task involve stooping to lift or lower the load?	N	N	N	N	N	N	N	N	N	N	N
Does the task involve twisting the trunk?	N	N	N	N	N	N	N	N	N	N	N
Does the task involve repetitive or prolonged handling?	N	N	N	N	N	N	N	N	N	N	N
Does the task involve unusual strength or height?	N	N	N	N	N	N	N	N	N	N	N
Does the task involve sudden/unpredictable movements?	N	N	N	N	N	N	N	N	N	N	N
Are there others to assist with lifting?	N	N	N	N	N	N	N	N	N	N	N
Are packages heavy?	N	N	N	N	N	N	N	N	N	N	N
Are packages bulky?	N	N	N	N	N	N	N	N	N	N	N
Are packages difficult to hold?	N	N	N	N	N	N	N	N	N	N	N
Are packages unstable?	N	N	N	N	N	N	N	N	N	N	N
Do packages have contents that are sharp?	N	N	N	N	N	N	N	N	N	N	N
Do packages have contents that are awkward in size?	N	N	N	N	N	N	N	N	N	N	N
Do packages have contents that are potentially dangerous?	N	N	N	N	N	N	N	N	N	N	N
Do packages have contents that are likely to move?	N	N	N	N	N	N	N	N	N	N	N
Do packages have hazardous substances present?	N	N	N	N	N	N	N	N	N	N	N

Personnel Questionnaire
Risks / Hazards

Name: Helen Lamb
 Date: 20/08/09

Workstations	RISK ^a		LEVEL of RISK			
	Y/N	Yes	No	Low	Medium	High
Have you been trained on good ergonomic practices?	Y					
Have you been given all available information on the use of display screen equipment?	Y					
Is there a system for users to report faults relating to display screen work?	Y					
Are you taking appropriate breaks from display screen work?	Y					
Is your chair in good working condition and adjustable?	Y					
Do you sit correctly in the chair?	Y					
Can you place both feet flat on the floor?	Y					
If not, is a footrest provided?	N/A					
Is your chair adjusted to the proper height for your display screen?	Y					
Is the desk high enough for use with display screen equipment?	Y					
Is the screen free from glare and reflections?	Y					
If not, is a screen filter provided?	Y					
Can you work comfortably at your workstation?	Y					

Personnel Questionnaire
Risks / Hazards

Name: Lindsey Shearer
 Date: 27-8-9

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

Personnel Questionnaire
Risks / Hazards

Name:
 Date:

	RISK?	LEVEL of RISK
Does the task involve holding a load away from your body?	N	
Does the task involve reaching upwards?	Y	
Does the task involve strenuous pushing or pulling?	N	
Does the task involve moving or carrying a load over a long distance?	N	
Does the task involve excessive or continuous lifting?	Y	✓
Does the task involve stooping to lift or lower the load?	Y	
Does the task involve twisting the trunk?	Y	
Does the task involve repetitive or prolonged handling?	N	
Does the task involve unusual strength or height?	N	
Does the task involve sudden / unpredictable movements?	N	
Are there others to assist with lifting?	Y	
Are packages heavy?	Y	
Are packages bulky?	Y	
Are packages difficult to hold?	N	
Are packages unstable?	N	
Do packages have contents that are sharp?	N	
Do packages have contents that are awkward in size?	N	
Do packages have contents that are potentially dangerous?	N	
Do packages have contents that are likely to move?	N	
Do packages have Hazardous substances present?	N	

Personnel Questionnaire

Name: _____

RISK

LEVEL OF RISK

Workstations	Y/N	Yes	No	Low	Medium	High
Have you been trained on good ergonomic practices?	Y					
Have you been given all available information on the use of display screen equipment?	Y					
Is there a system for users to report faults relating to display screen work?	Y					
Are you taking appropriate breaks from display screen work?	Y					
Is your chair in good working condition and adjustable?	Y					
Do you sit correctly in the chair?	Y					
Can you place both feet flat on the floor?	Y					
If not, is a footrest provided?	Y					
Is your chair adjusted to the proper height for your display screen?	Y					
Is the desk high enough for use with display screen equipment?	Y					
Is the screen free from glare and reflections?	Y					
If not, is a screen filter provided?	Y					
Can you work comfortably at your workstation?	Y					

Personnel Questionnaire
Risks / Hazards

Name: JOE WOODAKER
 Date: 2/05/09

RISK ¹	LEVEL of RISK					
	V/N	Yes	No	Low	Medium	High
Is the work area clean and tidy?	Y					
Is there sufficient lighting?	Y					
Is the temperature comfortable?	Y					
Is there adequate heating & ventilation in the working area?	Y					
Is the area around the workstation / workbench clear of any obstructions?	Y					
Are walkways clear of obstructions?	Y					
Are items stacked on shelving properly?	Y					
Is the flooring slippery, uneven, sloped or have holes?	Y					
Is there any loose or ripped carpeting?	Y					
Are radiators clear of anything combustible?	Y					
Do any cables or wires run across the floor?	Y					
Are all electrical cables in good condition?	Y					
Is there space within and around the workstation / workbench to work?	Y					
Are there any sources of distracting noise?	Y					
Are there any problems with static electricity?	Y					
Is there a fire extinguisher in the working area?	Y					
Have you been trained in the use of fire extinguishers and fire prevention techniques?	Y					
Do you know what to do in the event of a fire?	Y					
Are you aware of the fire assembly point?	Y					
Do you know what & where the fire alarm is?	Y					
Is protective clothing and equipment provided?	Y					
Is it effective?	N/A					
Do you have a pre-existing medical condition or health problem?	Y					
Are you pregnant?	N					

Personnel Questionnaire

Name:
Date:

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?	✓

Personnel Questionnaire

Name: _____
Date: _____

Workstations	Y/N	Yes	No	Low	Medium	High
Have you been trained on good ergonomic practices?	Y					
Have you been given all available information on the use of display screen equipment?	Y					
Is there a system for users to report faults relating to display screen work?	Y					
Are you taking appropriate breaks from display screen work?	Y					
Is your chair in good working condition and adjustable?	Y					
Do you sit correctly in the chair?	Y					
Can you place both feet flat on the floor?	Y					
If not, is a footrest provided?	Y					
Is your chair adjusted to the proper height for your display screen?	Y					
Is the desk high enough for use with display screen equipment?	Y					
Is the screen free from glare and reflections?	Y					
If not, is a screen filter provided?	Y					
Can you work comfortably at your workstation?	Y					

Personnel Questionnaire

Name:
Date:

Personnel Questionnaire
Risks / Hazards

Name:
Date:

RISK? LEVEL of RISK

Personnel Questionnaire
Risks / Hazards

Name: Sarah Wygand
 Date: 20/8/09

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

Personnel Questionnaire
Risks / Hazards

Name:
 Date:

RISK? LEVEL of RISK

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 movement(s)?						
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?						

Personnel Questionnaire
Risks / Hazards

Name:
 Date:

RISK ^a	LEVEL of RISK	Workstations		Y/N	Yes	No	Low	Medium	High
		1	2						
Have you been trained on good ergonomic practices?				N					
Have you been given all available information on the use of display screen equipment?				Y					
Is there a system for users to report faults relating to display screen work?				Y					
Are you taking appropriate breaks from display screen work?				Y					
Is your chair in good working condition and adjustable?				Y					
Do you sit correctly in the chair?				Y					
Can you place both feet flat on the floor?				Y					
If not, is a footrest provided?				Y					
Is your chair adjusted to the proper height for your display screen?				Y					
Is the desk high enough for use with display screen equipment?				Y					
Is the screen free from glare and reflections?				Y					
If not, is a screen filter provided?				Y					
Can you work comfortably at your workstation?				Y					

Personnel Questionnaire

Risks / Hazards

Name:
Date:

Personnel Questionnaire
Risks / Hazards

Name:
Date:

RISK? LEVEL of RISK

Personnel Questionnaire
Risks / Hazards

Name: John H. Gandy
 Date: 10/06/04

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

Personnel Questionnaire

Name: Stephanie Date: 10/10/16

Date: 2/20/2014

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LEVEL OF RISK

Does the task involve holding a load away from your body?	z
Does the task involve reaching upwards?	z
Does the task involve strenuous pushing or pulling?	z
Does the task involve moving or carrying a load over a long distance?	z
Does the task involve excessive or continuous lifting?	z
Does the task involve stooping to lift or lower the load?	z
Does the task involve twisting the trunk?	z
Does the task involve repetitive or prolonged handling?	z
Does the task involve unusual strength or height?	z
Does the task involve sudden / unpredictable movements?	z
Are there others to assist with lifting?	z
Are packages heavy?	z
Are packages bulky?	z
Are packages difficult to hold?	z
Are packages unstable?	z
Do packages have contents that are sharp?	z
Do packages have contents that are awkward in size?	z
Do packages have contents that are potentially dangerous?	z
Do packages have contents that are likely to move?	z
Do packages have hazardous substances present?	z

Personnel Questionnaire

Name: Jonathan Cramer
Date: 1/16/2014

Workstations	V/N	Risk:		
		Yes	No	Low
Have you been trained on good ergonomic practices?	Y			
Have you been given all available information on the use of display screen equipment?	Y			
Is there a system for users to report faults relating to display screen work?	Y			
Are you taking appropriate breaks from display screen work?	Y			
Is your chair in good working condition and adjustable?	Y			
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?	Y			
Is the desk high enough for use with display screen equipment?	Y			
Is the screen free from glare and reflections?	Y			
Is not, is a screen filter provided?	Y			
Can you work comfortably at your workstation?	N/A			

Personnel Questionnaire Risks / Hazards

Name: Ryan Swaine
Date: 20th August 2009

Personal & Personal Working Area	V/N	Yes	No	Low	Medium	High
Is the work area clean and tidy?						
Is there sufficient lighting?						
Is the temperature comfortable?						
Is there adequate heating & ventilation in the working area?						
Is the area around the workstation / workbench clear of any obstructions?						
Are walkways clear of obstructions?						
Are items slacked on shelving properly?						
Is the flooring slippery, uneven, sloped or have holes?						
Is there any loose or tipped carpeting?						
Are exitways 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 what to do in the event of a fire?						
Are you aware of the fire assembly point?						
Do you know what & where the fire alarm is?						

Personnel Questionnaire Risks / Hazards

Name: Ryan Swanson
Date: 20th August 2009

Does the task involve holding Personal & protective working Area	Y/N	Yes	No	Low	Medium	High
Do both hands strain while pushing upwards?	N					
Do both hands strain while pushing downwards pushing or pulling?	N					
Do both hands strain while carrying a load over a long distance?	N					
Do both hands strain while carrying a load over a short distance?	N					
Do both hands strain while carrying a load over a short distance in the working area?	N					
Do both hands strain while carrying a load over a short distance in the working area?	N					
Does both hands strain while pushing the strain?	N					
Does either hand need to repeatedly grasp and release handling?	N					
Is the floor surface slippery when wet or soiled with liquids?	N					
Is the workstation noisy with unpredictable movements?	N					
Are there other obstacles of any kind that are difficult to move?	N/A					
Are any cables or wires run across the floor?	N/A					
Are planks or wooden stakes in good condition?	N/A					
Are large spikes sufficient to hold the workstation / workbench to work?	N/A					
Are there any noisy or distracting noise?	N/A					
Are there any problems with static electricity?	N/A					
Is there a lack of sufficient lighting at the workstation?	N/A					
Does the job require the use of protective clothing and fire prevention techniques?	N/A					
Do you know what air filters that are held in the job?	N/A					
Are spark arrestors fitted to the classifying grates present?	N/A					
Do you know what & where the fire alarm is?	Y					
Is protective clothing and equipment provided?	N/A					
Is it effective?	N/A					
Do you have a pre-existing medical condition or health problem?	N					
Are you pregnant?	N					

Personnel Questionnaire

Name: Ryan Swaine
Date: 20th August 2009

Workstations	Y/N	Yes	No	Low	Medium	High
Have you been trained on good ergonomic practices?	Y					
Have you been given all available information on the use of display screen equipment?	Y					
Is there a system for users to report faults relating to display screen work?	Y					
Are you taking appropriate breaks from display screen work?	Y					
Is your chair in good working condition and adjustable?	Y					
Do you sit correctly in the chair?	Y					
Can you place both feet flat on the floor?	Y					
If not, is a footrest provided?	N/A					
Is your chair adjusted to the proper height for your display screen?	Y					
Is the desk high enough for use with display screen equipment?	Y					
Is the screen free from glare and reflections?	Y					
If not, is a screen filter provided?	N/A					
Can you work comfortably at your workstation?	Y					

Personnel Questionnaire

Name: Ryan Swaine

Date: 20th August 2009

Risks / Findings

Risk¹²

LEVEL OF RISK

Personnel Questionnaire

Risks / Hazards

Name: Ryan Swaine
Date: 20th August 2009

RISK?

LEVEL of RISK