

<u>Risks / Hazards and 7.1.4 Environment Of Operations</u>						
<u>Personnel Questionnaire</u>						
<u>Workplace Safety, Environment, and Harassment Risk Assessment Questionnaire</u>						
Please tick each line that applies to you with a yes or no and if needed state if this is a low, medium or high risk problem. Definitions of risk can be found at the bottom of this form. Please add notes if further explanation is required. Please hand back to HR. All staff are expected to fill this form in.						
Name:			Area:			
Date:				If there is a problem what is the Level of Risk?		Notes
Personal and Personal Working Area						
1	Is the work area clean and tidy?					
2	Is there sufficient lighting?					
3	Is the temperature comfortable?					
3	Is the humidity comfortable?					
4	Is the heating comfortable?					
5	Is there any problem with air flow?					
6	Are there any problems with hygiene?					
7	Is the area around the workstation / workbench clear of any obstructions?					
8	Are walkways clear of obstructions?					

Sheet1

9	Are items stacked on shelving properly?						
10	Is the flooring slippery, uneven, sloped or have holes?						
11	Is there any loose or ripped carpeting?						
12	Are radiators clear of anything combustible?						
13	Do any cables or wires run across the floor?						
14	Are all electrical cables in good condition?						
15	Is there space within and around the workstation / workbench to work?						
16	Are there any sources of distracting noise?						
17	Are there any problems with static electricity?						
18	Is there a Fire extinguisher in the working area?						
19	Have you been trained in the use of Fire extinguishers and fire prevention techniques?						
20	Do you know that information on fire extinguishers - location and uses is in intrastats?						
21	Do you know where your nearest fire exit is? Are fire exits clear and accessible?						
22	Do you know what to do in the event of a fire?						
23	Are you aware of the fire assembly point?						
26	Do you know what and where the fire alarm is?						
27	Is protective clothing and equipment provided where needed?						
28	Is it effective?						
29	Do you do any lifting, if no proceed to question 49.						

Sheet1

30	Does the task involve holding a load away from your body?						
31	Does the task involve reaching upwards?						
32	Does the task involve strenuous pushing or pulling?						
33	Does the task involve moving or carrying a load over a long distance?						
34	Does the task involve excessive or continuous lifting?						
35	Does the task involve stooping to lift or lower the load?						
36	Does the task involve twisting the trunk?						
37	Does the task involve repetitive or prolonged handling?						
38	Does the task involve unusual strength or height?						
39	Does the task involve sudden / unpredictable movements?						
40	Are there others to assist with lifting?						
41	Are packages heavy?						
42	Are packages bulky?						
43	Are packages difficult to grip securely?						
44	Are packages unstable?						
45	Do packages have contents that are sharp?						
46	Do packages have contents that are awkward in size?						
47	Do packages have contents that are potentially dangerous. eg. chemicals, sharp objects, etc.?						
48	Do packages have contents that are likely to move?						
49	Do packages have Hazardous substances present?						

Sheet1

50	Have you been trained on good ergonomic practices?					
51	Have you been given all available information on the use of display screen equipment?					
52	Is there a system to report faults relating to equipment including display, computer etc?					
53	Are you taking appropriate breaks from your computer screen?					
54	Is your chair in good working condition and adjustable?					
55	Do you sit correctly in the chair?					
56	Can you place both feet flat on the floor?					
57	If not, is a footrest provided?					
58	Is your chair adjusted to the proper height for your work station?					
59	Is the desk high enough for you to sit comfortably?					
60	Can you work comfortably at your workstation?					
61	Is the screen free from glare and reflections?					
62	If not, is a screen filter provided?					
63	Do you know you Viamed pays for your annual eye tests?					
64	Do you have yours eyes tested annually?					
65	Do you have a pre-existing medical condition or health problem? Tick if this poses any risk.					
66	Do you have any specific medical conditions (such as pregnancy) that may affect your working conditions?					
67	Do you think you work in a non-discriminatory Atmosphere?					
68	Do you think you work in a calm Atmosphere?					

69	Do you feel the organization supports diversity in all aspects (e.g., gender, race, background)?						
70	Do you feel that your work environment is free from confrontation?						
71	Do you feel that your work environment is free from harassment?						
72	Have you read the training material on harassment and discrimination?						
73	Do you feel capable of recognizing and addressing workplace harassment and discrimination?						
74	Do you feel physically or mentally burnt out?						
75	Do you feel your workload is manageable?						
76	Do you feel supported when workload increases?						
77	Do you feel that your workload and job responsibilities are manageable and support a healthy work-life balance?						
78	Are there any emotional or psychological support mechanisms that could be improved in the workplace?						
79	Do you feel comfortable approaching management with staff-related concerns?						
80	Are you aware of the reporting channels for harassment (anonymous or otherwise)?						
81	Is the Management Response to Staff Concerns / Issues ok?						

Here is the general guidelines to help you assess whether a particular issue is low, medium, or high risk:

Low Risk

- Definition: Minimal or manageable issues that do not pose an immediate threat to safety, comfort, or productivity.

- Examples:
 - A flickering lightbulb that doesn't significantly affect work performance.
 - Minor noise in the environment that is slightly distracting but not disruptive.
 - Slight discomfort in seating position that can be easily adjusted.

Medium Risk

- Definition: Issues that may lead to potential discomfort, reduced productivity, or hazards if left unaddressed.
- Examples:
 - Obstructions in a walkway that require employees to take detours but do not pose an immediate danger.
 - Regular temperature fluctuations that make it difficult to maintain comfort for long periods.
 - Repetitive handling of moderately heavy packages that may lead to strain if done continuously.

High Risk

- Definition: Immediate or serious issues that could cause significant harm or danger if not addressed promptly.
- Examples:
 - Exposed electrical wiring or damaged cables that could cause electric shock.
 - Lifting heavy loads without proper assistance or equipment, risking injury.
 - Continuous harassment or an intimidating work environment that negatively impacts mental health and performance.
 - A malfunctioning fire extinguisher in a fire-prone area.

These guidelines will help us better understand how to categorize the risks we encounter in our work environment.