

<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>							
<p>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.</p> <p>Please add notes if further explanation is required.</p> <p>Please hand back to HR. All staff are expected to fill this form in.</p>							
Name: Derek Lamb		Area: Management					
Date:			If there is a problem what is the Level of Risk?			Notes	
Personal and Personal Working Area		Yes	No	Low	Medium	High	
1 Is the work area clean and tidy?	*						
2 Is there sufficient lighting?	*						
3 Is the temperature comfortable?	*						
4 Is the humidity 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?	*					

Sheet1

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.