Personnel Questionnaire
Risks / Hazards

Name: Ryan Swaine
Date: 20/8/13.

Personal & Personal Working Area	Y/N	RISK? Yes	RISK? No	LEVEL of RISK Low	LEVEL of RISK Medium	LEVEL of RISK 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?	N					
Are radiators clear of anything combustible?	N					
Do any cables or wires run across the floor?	Y					
Are all electrical cables in good condition?	N					
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?	N					
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?	N					
Are you pregnant?	N					

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	RISK?			LEVEL of RISK		
Does the task involve holding a load away from your body?	✓					
Does the task involve reaching upwards?	N					
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?	N					
Does the task involve stooping to lift or lower the load?	N					
Does the task involve twisting the trunk?	N					
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?	N					
Are packages heavy?	N					
Are packages bulky?	N					
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					

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		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?	?					
Is there a system for users to report faults relating to display screen work?	?					
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					