

Personnel Questionnaire

Risks / Hazards

Name: RUTH HARDAKER
Date: 9 9 16

Name: RUTH
Date: 9.9.14

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LEVEL of RISK 2

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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Personal & Personal Working Area	Y/N	RISK?			LEVEL of RISK		
		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 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 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?	✓	✓	✓				
Is protective clothing and equipment provided?	✓	✓	✓				
Is it effective?	✓	✓	✓				
Do you have a pre-existing medical condition or health problem?	✓	✓	✓				
Are you pregnant?	✓	✓	✓				