Personnel Questionnaire
Risks / Hazards

Name: Helen Combs
Date: 8-9-16

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?		✓				
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?			N/A			
Is it effective?			N/A			
Do you have a pre-existing medical condition or health problem?		✓		✓		
Are you pregnant?			N			

Personnel Questionnaire
Risks / Hazards

Name: Helen Lomas
Date: 8-9-14

	RISK?		LEVEL of RISK		
	Y	N			
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?		N/A			
Are packages bulky?		N/A			
Are packages difficult to hold?		N/A			
Are packages unstable?		N/A			
Do packages have contents that are sharp?		N/A			
Do packages have contents that are awkward in size?		N/A			
Do packages have contents that are potentially dangerous?		N/A			
Do packages have contents that are likely to move?		N/A			
Do packages have Hazardous substances present?		N/A			

Personnel Questionnaire
Risks / Hazards

Name: Helen Lord
Date: 8-9-24

Workstations	Y/N	RISK? Yes	No	LEVEL of RISK 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?		✓				
Is there a system for users to report faults relating to display screen work?		✓				
Are you taking appropriate breaks from display screen work?		✓				
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?		✓				