

Personnel Questionnaire
Risks / Hazards

Name: *Ryan Swaine*
 Date: *22/12/16*

		<u>RISK?</u>	<u>LEVEL of RISK</u>
	<u>Personal & Personal Working Area</u>	<u>Y/N</u>	<u>Yes</u> <u>No</u> <u>Low</u> <u>Medium</u> <u>High</u>
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?		Y	—
Are radiators clear of anything combustible?		Y	—
Do any cables or wires run across the floor?		Y	—
Are all electrical cables in good condition?		Y	—
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?		Y	—
Is there a Fire extinguisher in the working area?		Y	—
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?		Y	—
Are you pregnant?		Y	—

Personnel Questionnaire
Risks / Hazards

Name: *Tyra Swaine*
Date: *21/12/16*

	<u>RISK?</u>	<u>LEVEL of RISK</u>
Does the task involve holding a load away from your body?	22	1
Does the task involve reaching upwards?	22	1
Does the task involve strenuous pushing or pulling?	22	1
Does the task involve moving or carrying a load over a long distance?	22	1
Does the task involve excessive or continuous lifting?	22	1
Does the task involve stooping to lift or lower the load?	22	1
Does the task involve twisting the trunk?	22	1
Does the task involve repetitive or prolonged handling?	22	1
Does the task involve unusual strength or height?	22	1
Does the task involve sudden / unpredictable movements?	22	1
Are there others to assist with lifting?	22	1
Are packages heavy?	22	1
Are packages bulky?	22	1
Are packages difficult to hold?	22	1
Are packages unstable?	22	1
Do packages have contents that are sharp?	22	1
Do packages have contents that are awkward in size?	22	1
Do packages have contents that are potentially dangerous?	22	1
Do packages have contents that are likely to move?	22	1
Do packages have Hazardous substances present?	22	1

