
APPENDICES

- A. A hazard identification checklist
- B. Setting up your workstation
- C. Exercises for office workers
- D. References and advice – where to obtain them

Appendix A: **A hazard identification checklist**

This checklist is designed to get you started on the identification of hazards in your office. It gives you suggestions for possible headings and questions you may ask. However, it is not comprehensive. Use this manual to help you develop a checklist that is suited to the needs of your office.

1. Job design

Consider all the tasks required to produce an outcome from each office-based section of the organisation.

- 1.1 Has each job been designed to provide a variety of tasks throughout the day in terms of physical and mental workload?
 - 1.1.1 Are highly repetitive tasks (such as keying) performed for more than 2 hours at any one time?
 - 1.1.2 Do tasks require constant sitting or standing for more than 2 hours at any one time?
 - 1.1.3 Are tasks that require a high level of concentration performed for more than 2 hours at any one time?
 - 1.1.4 Do employees have some choice of when, how and how frequently they perform some tasks or is this determined by the equipment or machine they use or by their supervisor?
 - 1.1.5 Are employees trained to vary tasks and postures throughout the day?
- 1.2 How are individuals given feedback regarding their work performance?

2. Manual handling

- 2.1 Are there objects that require pushing, pulling, lifting, lowering, carrying, holding or moving and do these actions require considerable physical effort or force to complete?
 - 2.1.1 Are there large, awkward or heavy objects to be handled?
 - 2.1.2 Are these objects handled more than once every 5 minutes?

- 2.1.3 Is handling required more than 5 times per hour over a day?
- 2.1.4 Is handling performed below mid-thigh height or above shoulder height?

3. Lighting

- 3.1 Is there sufficient lighting for the performance of tasks?
 - 3.1.1 Are employees able to control incoming natural light?
 - 3.1.2 Is artificial lighting causing reflections from work surfaces or shadows over the task?
 - 3.1.3 Do employees find they have tired, sore or irritated eyes at the end of a day?

4. Noise

- 4.1 Is noise a problem in the workplace?
 - 4.1.1 Is it difficult to hear a normal voice within a 1 metre distance?
 - 4.1.2 Are there distracting or disruptive noises in the area?
 - 4.1.3 How well do screens or partitions control noise?

5. Indoor air quality

- 5.1 Are there problems or complaints about temperature, draughts, odours or lack of fresh air?
 - 5.1.1 Do staff suffer from dry, irritated eyes at the end of the day?
 - 5.1.2 Does the office seem stuffy?
 - 5.1.3 Do staff find the temperature cold, hot or fluctuating?

6. Office layout

- 6.1 Is there sufficient space for tasks to be carried out?
 - 6.1.1 Is there sufficient space for the equipment and the operator?

6.2 Is there sufficient space for walkways through an area ?

6.2.1 Is there sufficient space for light, intermediate and busy foot traffic?

6.2.2 Is there sufficient circulation space around each workstation?

6.3 Are there separate areas for tasks that require dedicated space?

6.3.1 Is there a separate area for photo-copying?

7. Workstations

7.1 Are workstations adequately designed for the tasks being performed?

7.1.1 Is there sufficient space at the workstation for documents to be spread out within easy reach?

7.1.2 Is there easy access to equipment such as a telephone and keyboard?

7.1.3 Is there adequate and safe height adjustability of work surfaces?

7.1.4 Are workstations and equipment set up to reduce awkward postures?

7.2 Are the desks suitable for the tasks to be performed?

7.3 Do standing workstations meet the needs of the users?

7.3.1 Are standing workstations suitable for a range of users?

7.3.2 Is there sufficient width and depth for the tasks being carried out?

7.3.3 Is there provision for sitting at this workstation where short periods of continuous work are required?

7.4 Is there suitable seating provided at a standing workstation?

7.4.1 Are the chairs stable in access and egress?

7.4.2 Are the chairs adjustable for different users?

7.5 Are the visitors' chairs adequate for the number and type of visitors?

7.5.1 Do these chairs need to be hardy or soft and comfortable?

7.6 Are the reception chairs suitable for the tasks that need to be carried out?

7.6.1 Are the reception chairs adjustable from the seated position?

7.6.2 Are the reception chairs used by multiple operators?

7.7 Do the keyboard operator chairs provide support and comfort to all individual operators?

7.7.1 Are these chairs adjustable in height and back rest angle from the seated position?

7.8 Do the executive chairs provide adequate support during the performance of all tasks?

7.8.1 What degree of adjustability is provided by the existing chairs?

7.8.2 What degree of adjustability for individual fit is required?

7.9 Is there a need for foot rests?

7.9.1 Which operators require foot rests?

7.10 Are document holders provided?

7.10.1 What range of document holders should be tried to meet the needs of the different users?

7.11 Are staff trained to adjust their workstation and chair?

8. Storage

8.1 Is there sufficient general storage space for the office?

8.1.1 Is there sufficient storage space at each workstation?

8.1.2 Is storage space suitably designed to be within easy reach (that is, between shoulder and mid-thigh height)?

8.1.3 Is there sufficient space around storage areas to enable easy and safe access?

9. Hand tools

9.1 Are suitable, safe and adequate hand tools supplied for the work required?

9.1.1 Are sharp implements (such as pen knives and stapler removers) housed or stored so as to minimise the risk of injury?

10. Visual display units

10.1 Is the computer adequate for the task being performed?

10.1.1 Is the force required to press the keys too high or too light?

10.1.2 Is there adjustability for the screen brightness?

10.1.3 Is there adjustability of the screen height?

10.1.4 Is there a keyboard rest that frees up desk space for other tasks?

11. Radiation

11.1 Are old or deteriorated VDUs being used?

11.1.1 Have radiation emissions from old VDUs been tested within the last 12 months?

11.1.2 Are staff located closer than 1 metre from a VDU in any direction?

11.2 What policies and procedures exist for the placement of VDUs?

11.3 Are staff located near multiple electrical cords or computer cables?

11.3.1 Are electrical and computer cables unboxed or entwined?

12. Copying equipment

12.1 Is there adequate copying equipment, in good working order, for the work required?

12.1.1 Are copier lids intact and functioning to reduce exposure to intense light?

12.1.2 Is the copier functioning quietly and as quickly as indicated in the specifications for the equipment?

12.1.3 Are self-contained toner cartridges supplied in a sealed state?

12.2 Are procedures for the use and maintenance of copying equipment adequate, in place and in use?

12.2.1 How frequently are safety procedures reviewed?

13. Hazardous substances

13.1 Is there concern regarding hazardous substances such as paint, glues and new carpet?

13.1.1 List the likely hazardous substances in your office.

13.1.2 Have hazards been identified, qualified and controlled?

13.1.3 Are there noticeable fumes in the air?

13.1.4 Do any work processes use or generate dust, smoke, fumes or gases?

13.1.5 Are there any hazards in the office known to be toxic, corrosive, inflammable or explosive?

13.1.6 Are MSDS and written safe work procedures readily accessible?

13.2 Are there adequate ventilation and house-keeping practices?

13.2.1 Has appropriate training been provided to all staff?