

HEALTH AND SAFETY SURVEY

OFFICE ENVIRONMENT

Is your office too noisy?

- Yes
 No

What is the principle source of excess noise?

How would you rate the lighting?

- Good
 Too dim
 Too much glare

How would you rate the access to and around your office?

- Adequate
 Inadequate

Are the floors of all offices, passageways, corridors, storerooms and stairways:

kept free from obstructions including electrical cabling

- Yes No

properly maintained

- Yes No

Do you consider your office to be large enough to prevent any hazards arising from overcrowding?

- Yes No

Are all filing cabinets, cupboards etc attached to the wall or floor to prevent falling over?

- Yes No

Are all cabinets fitted with locking devices so no more than one drawer can be pulled out at a time?

- Yes No

In your opinion do you have adequate access to a rest area and lunchroom?

- Yes No

Is your current building/office being remodelled, redesigned, or renovated?

- Yes No

USE OF OFFICE FURNITURE

How would you rate your chair?

- Comfortable
 Uncomfortable
 Causes back pain
 Causes other problems

Your Chair:

Correct size for you?

(To be the correct size, the seat should end about 12 cm before the creases of the knee when the back is against the backrest)

- Yes No

Adequately padded?

- Yes No

Reasonably hard and firm?

- Yes No

Does it cut into the back of legs or put pressure on your thighs?

- Yes No

Enables sitting with a straight back?

- Yes No

Can be height adjustable?

- Yes No

Has an adjustable back at waist level?

- Yes No

Swivels?

- Yes No

Allows feet to be flat on floor?

- Yes No

If not, is a foot rest provided?

- Yes No

Is there plenty of leg room when seated?

- Yes No

Can you reach frequently used items from sitting position without straining?

- Yes No

Do you have to peer forwards or constantly turn head to see copy when working?

- Yes No

Is your office furniture kept clean?

- Yes No

OFFICE MACHINES

Do you work with any of the following machines?

- Computer
 Photocopier
 Telephone

Do you or your co-workers experience any health problems from working with these machines?

- Yes No

If yes, please describe:
