

IDENTIFICATION OF HAZARDS AND SELECTION OF PREVENTIVE MEASURES – FOR SPECIFIC SECTORS AND WORK

Checklist Office Work

Part A: Does the hazard exist at the workplace?

YES – if you have ticked at least one answer in a field marked with

Please note that the list below does not cover all the possible cases in which there are hazards.

QUESTION	YES	NO
WORKPLACE ENVIRONMENT		
Is there floor covering suitable (without holes or obstacles)?	<input type="radio"/>	<input checked="" type="radio"/>
Is microclimate appropriate (temperature, sun radiation, humidity, and airflow, (e. g., according to national regulations, experts, or staff consultation)?	<input type="radio"/>	<input checked="" type="radio"/>
Is the size of the room appropriate for the number of employees working in it (e. g., according to national legal regulations)?	<input type="radio"/>	<input checked="" type="radio"/>
Does the room have natural lighting?	<input type="radio"/>	<input checked="" type="radio"/>
In the case of work with Video Display Units (VDUs), are the windows equipped with shades, parasols, or curtains which can eliminate (or minimise) light falling onto the screen?	<input type="radio"/>	<input checked="" type="radio"/>
Do light sources, windows and doors, varnished furniture, or walls cause reflections on computer screens?	<input checked="" type="radio"/>	<input type="radio"/>
Does noise disturb attention and verbal communication?	<input checked="" type="radio"/>	<input type="radio"/>
Do wires and cables hinder employees in their free movements or pose a danger of tripping?	<input checked="" type="radio"/>	<input type="radio"/>
Do employees have sufficient space to alter their posture?	<input type="radio"/>	<input checked="" type="radio"/>
Is the building properly cleaned and maintained?	<input type="radio"/>	<input checked="" type="radio"/>
Is first aid equipment available and is personnel trained in using it?	<input type="radio"/>	<input checked="" type="radio"/>
Are escape routes and emergency exits properly signed and kept clear?	<input type="radio"/>	<input checked="" type="radio"/>
VIDEO DISPLAY UNITS (VDUS) AND PCS		
Are the images on VDUs well-defined, clearly formed and of suitable size with suitable line spacing?	<input type="radio"/>	<input checked="" type="radio"/>
Are the images on VDUs free from vibration (no blurring or trembling)?	<input type="radio"/>	<input checked="" type="radio"/>
Can the user easily adjust the brightness and contrast between the characters and the background?	<input type="radio"/>	<input checked="" type="radio"/>
Can the VDUs be moved according to the requirements of the user (turned, tilted, etc.) and fixed in the required positions?	<input type="radio"/>	<input checked="" type="radio"/>
Does general and local lighting ensure satisfactory light and contrast between the screen and the background of the VDUs?	<input type="radio"/>	<input checked="" type="radio"/>
Is the distance between the eyes and the screen 50-80 cm?	<input type="radio"/>	<input checked="" type="radio"/>
Is the screen free from reflections that may disturb vision?	<input type="radio"/>	<input checked="" type="radio"/>
Is the keyboard separate from the monitor? Is comfortable posture of the trunk, arms, and hands possible?	<input type="radio"/>	<input checked="" type="radio"/>
Is the space in front of the keyboard and the mouse sufficient for supporting the user's wrists?	<input type="radio"/>	<input checked="" type="radio"/>

Part A: Does the hazard exist at the workplace?

QUESTION	YES	NO
Are the keyboard and the mouse in the vicinity of each other? Are they at the same level?	<input type="radio"/>	<input checked="" type="radio"/>
Is the surface of the keyboard matt to prevent reflections?	<input type="radio"/>	<input checked="" type="radio"/>
Can the symbols on the keys be distinguished easily; can people read them well if they are in the correct working posture?	<input type="radio"/>	<input checked="" type="radio"/>
WORKPLACE EQUIPMENT		
Is the chair stable; does it ensure free movement and a comfortable body posture?	<input type="radio"/>	<input checked="" type="radio"/>
Is the height of the chair easily adjustable?	<input type="radio"/>	<input checked="" type="radio"/>
Is the height of the back of the chair adjustable?	<input type="radio"/>	<input checked="" type="radio"/>
If necessary, is arm support available?	<input type="radio"/>	<input checked="" type="radio"/>
If necessary, is foot support available?	<input type="radio"/>	<input checked="" type="radio"/>
Can the most frequently used equipment and other objects at the workplace be reached without turning the head and trunk?	<input type="radio"/>	<input checked="" type="radio"/>
Does the height of the desk ensure the mobility of the legs (and thighs)?	<input type="radio"/>	<input checked="" type="radio"/>
Is the page-holder adjustable; can it be fixed in a position which ensures comfortable readability for the user?	<input type="radio"/>	<input checked="" type="radio"/>
SOFTWARE ERGONOMICS		
Does the software meet the requirements of the task?	<input type="radio"/>	<input checked="" type="radio"/>
Can the software be adjusted to a beginner's level?	<input type="radio"/>	<input checked="" type="radio"/>
Is the software provided with mother-tongue help?	<input type="radio"/>	<input checked="" type="radio"/>
Does the software present information in a form adapted to the user?	<input type="radio"/>	<input checked="" type="radio"/>
Does the employee have support in the case of problems with the software?	<input type="radio"/>	<input checked="" type="radio"/>
WORK ORGANISATION		
In the case of continuous work in front of the screen, is it possible to take suitable breaks or can the employee change the type of work?	<input type="radio"/>	<input checked="" type="radio"/>
Is the real length of work in front of the screen shorter than 6 hours per day?	<input type="radio"/>	<input checked="" type="radio"/>
Do employees' tasks vary?	<input type="radio"/>	<input checked="" type="radio"/>
Can employees control the order in which they do their tasks?	<input type="radio"/>	<input checked="" type="radio"/>
Do employees feel excessive pressure to meet demanding work targets or deadlines?	<input checked="" type="radio"/>	<input type="radio"/>
Does the employer ensure adequate information, training, and consultation prior to establishing, keeping up, or improving workplaces involving the use of computers?	<input type="radio"/>	<input checked="" type="radio"/>

Part A: Does the hazard exist at the workplace?

QUESTION

YES NO

HEALTH HAZARDS

Is attention paid to employees' complaints of problems with their eyesight?



Is employees' eyesight systematically monitored (as required by national legislation)?



If an ophthalmologist's examination reveals that an employees' glasses or contact lenses are not suitable for working with VDUs, is the employee provided with glasses necessary for clear vision?



If employees complain of musculoskeletal pain (neck, back, shoulders, legs), is an ergonomic evaluation carried out?



Part B: Examples of preventive measures which can be used to reduce risk

WORKPLACE ENVIRONMENT

- Carrying out regular risk assessment.
- Consulting staff on suitable changes to the working environment.
- Measuring and monitoring parameters of the environment.
- Involving experts when designing (or refurbishing) workplaces.

VIDEO DISPLAYS UNITS (VDUS) AND PCS

- Ensuring that appropriate equipment is used for each type of work activity.
- Taking ergonomic aspects into consideration when designing (or refurbishing) workplaces.

WORKPLACE EQUIPMENT

- Maintaining equipment regularly.
- Rearranging work area (ergonomic intervention).

PERSON-MACHINE INTERACTION (SOFTWARE ERGONOMICS)

- Training employees to use software.
- Applying the results of technical development (software updates and enhancements).

WORK ORGANISATION

- Providing employees with suitable OSH instructions.
- Continuous evaluation of the effectiveness of preventive measures.
- Consulting employees on decisions regarding work organisation.
- Monitoring the health effects of working hours and time schedules.

HEALTH HAZARDS

- Improving ergonomic functionality of workplace equipment, especially space relations between desk-monitor-chair.
- Improving lighting, eliminating reflections and glare on VDUs.
- Systematic medical monitoring of employees' health (especially for eyesight and musculoskeletal problems).