



PC workstation - Health and safety

Risk Assessment

Date of in effect: 2017-05-28

Assessment created by: Demo

Scope:

The scope of this risk assessment is the Marketing department of Demo Company.

Introduction:

Risk assessment is prepared according to national standards and international guidelines. The following risk factors have been used during evaluation of identified risks:

| Value | Probability | Severity |
|-------|-------------|--------------|
| 1 | Unlikely | Not Serious |
| 2 | Likely | Serious |
| 3 | Very Likely | Very Serious |

Abbreviations:

P - Probability

S - Severity

RV - Risk Value

| Multiplication of factors | Risk Level |
|---------------------------|------------|
| 1 - 3 | Low |
| 3 - 6 | Medium |
| 6 - 9 | High |

**Computer workstation****PC workstation - Health and safety**

| Hazard | P | S | RV | Actions | Responsible |
|---|---|---|----|--|-------------|
| Are your elbows positioned close to your side when keying or using the mouse? | 1 | 1 | 1 | | |
| Are your shoulders in a relaxed position when you place your hands on the keyboard? | 2 | 2 | 4 | Short brake should be allowed to employees. | John Smith |
| Are your shoulders relaxed when keying and using the mouse? | 1 | 2 | 2 | | |
| Do you take a brief 1-2 minute break from keying or using the mouse every 30-45 minutes? | 1 | 2 | 2 | | |
| Do you take stretch breaks periodically throughout the day? | 3 | 2 | 6 | 15-minute relax massage or yoga class should be provided twice a week. | Mary Brown |
| Does the back of your chair support your lower back? | 1 | 1 | 1 | | |
| Is the computer screen at approximately arm length reach away from you? | 1 | 1 | 1 | | |
| Is the height of your chair adjusted so that your feet are positioned flat on the floor or on a footrest? | 1 | 1 | 1 | | |
| Is the top of the screen slightly below eye level? | 2 | 1 | 2 | | |
| Is there sufficient light for you to complete reading tasks without straining your eyes? | 1 | 1 | 1 | | |
| Is there sufficient lighting without glare on the screen from windows, lights, and surfaces? | 1 | 1 | 1 | | |
| Is your computer screen at a proper tilt and height to allow you to view it without raising or lowering you chin? | 1 | 1 | 1 | | |
| Is your head in an up right position when you view documents or your computer screen? | 1 | 1 | 1 | | |
| Is your mouse within close reach | 1 | 1 | 1 | | |



and at the same level as your
keyboard?

Actions

| Action | Responsible | Deadline |
|--|-------------|------------|
| 15-minute relax massage or yoga class should be provided twice a week. | Mary Brown | 2017-12-31 |
| Short brake should be allowed to employees. | John Smith | 2017-08-31 |