



# 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		



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and at the same level as your  
keyboard?

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## 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