



# PC workstation - Health and safety

## Risk Assessment

STATUS <b>In Force</b>		ASSESSMENT CREATED BY Demo	
DATE OF IN EFFECT <b>2017-05-28</b>	VALID TO <b>Until withdrawn</b>	REPORT DATE 2026/03/03	
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	R V	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	1	1	1		



documents or your computer screen?

Is your mouse within close reach and at the same level as your keyboard?      1      1      1

**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