

Name:
Company:

Employee Code:

JOB DESIGN

Has each job been designed to provide a variety of tasks throughout the day in terms of physical and mental workload?	
Are highly repetitive tasks (such as keying) performed for more than 2 hours at any one time?	
Do tasks require constant sitting or standing for more than 2 hours at any one time?	
Are tasks that require a high level of concentration performed for more than 2 hours at any one time?	
Do workers have some choice of when, how and how frequently they perform some tasks or are these determined by the equipment or machine they use or by their supervisor?	
Are workers trained to vary tasks and postures through the day?	
Are individuals given feedback regarding their work performance?	

HAZARDOUS MANUAL TASKS

Are there objects that require pushing, pulling, lifting, lowering, carrying, holding or moving, and do these actions require considerable physical effort or force to complete?	
Are there large, awkward or heavy objects to be handled?	
Is handling required more than 5 times per hour over a day?	
Is handling performed below mid-thigh height or above shoulder height?	

LIGHTING

Is there sufficient lighting for the performance of tasks?	
Are workers able to control incoming natural light?	
Does artificial lighting cause reflection from work surfaces or shadows over the task?	
Do workers find they have tired, sore or irritated eyes at the end of a day?	

NOISE

Is noise a problem in the workplace?	
Is it difficult to hear a normal voice within 1 metre distance?	
Are there distracting or disruptive noises in the area?	
Do screens or partitions control noise?	

AIR QUALITY

Are there problems or complaints about temperature, draughts, odours or lack of fresh air?	
Do workers suffer from dry, irritated eyes at the end of the day?	
Does the workplace seem stuffy?	
Do workers find the temperature cold, hot or fluctuating?	