

<u>Hazard</u>	<u>Risk(cause)</u>	<u>Harm (CONSEQUENCE)</u>	<u>Preventive measures</u>
Small office	Hitting object from the office like tables	Bruise and small injuries	Change location of office, rearrangement of office, make rotatory schedule so there is no that much stuff on the office
Office floor	Slip	Falling, small injuries, bruise, sprains and strains	Change the office floor, put a carpet
No window	Lack of sun, light insufficiency	Suffocation, burden, eye damage, dizziness, vitamin deficiency, headache	Install windows in the office, change office to a place with windows, change the illumination to a better one
No ventilation	Exhaustion, appearance of allergies, headaches, eye burning	Dizziness, allergies, fungus appearance, illness, lower performance	Mount a new ventilation, use a ventilation substitute like a ventilator
Cold in office	Cold body	Lack of concentration, work performance is lower, lowered mental and physical capacity	Portable radiator, a ventilation system that has heat incrusted
Photocopier that does loud noise	Loosing concentration	Miscommunication, lack of focus, headache	Change photocopier, change the photocopier from place
Not adjustable chair	Falling, incommodity, back pain	Back pain, incommodity, lack of focus, lack of commodity, damage at falling, lowered performance, wrist pain	Investing in a new chair that is adjustable,
Many hours in front of the computer	Screen and chair	Dizziness, wrist injuries, back pain, dry eyes	More breaks in work day
No fire extinguisher	Expansion of fire	Destruction of the whole office and even death	Buying fire extinguisher
Bathroom dirty	Slip, vomit symptoms, not going to pee	Vomiting, stomach ache, dizziness	Clean the bathroom more often, after using the bathroom clean personally
Stressful schedule (barely have breaks)	Pressure, incommodity, work overload	Anxiety, depression, less focus	Have more breaks but shorter, longer breaks

High workload	Work overload, pressure	Anxiety, depression, less focus, lower performance in work	Give work in waves (when finished one project give another), structure the work, schedule the work, hire an extra worker
Strict orders	Work overload, pressure	Pressure, anxiety, mental over load, less focus	Having reunions and talk about what should be done
No recognition for work performance	Sadness, social pressure, constant un approval of work	Depression, anxiety, pressure, less self-esteem	Do weekly achievements, make reunions and u have to say good things about your work colleagues
Isolation at teamwork	No listening,	Reduced performance, depression, sadness, loose of self esteem	Make group activities, brainstorming but making it inclusive