HEALTH & SAFETY INSPECTION SHEET

GENERAL SAFETY AND WELFARE

When rating the subject the following principles apply

RED/1 needs urgent and immediate attention

YELLOW/2 needs attention GREEN/3 OK

VISUAL DISPLAY UNITS (VDUS)	1	2	3	COMMENTS
1. Are workstations and seating fully adjustable and are staff trained and encouraged to make adjustments?				
2. Does seating give adequate back support and are footrests provided where needed?				
3. Is furniture and equipment checked and maintained regularly with faulty items taken out of service and replaced?				
4. Can screens be easily read (free from dust, glare and reflections)?				
5. Are staff allowed frequent breaks away from the screen?				
6. Is the pace of work comfortable, free from awkward postures and movements and are reports of aches, pains, numbness or tingling in limbs investigated?				
7. Are staff offered free full eye tests?				

GENERAL COMMENTS: