

# IDENTIFYING THE HAZARDS OF OFFICE WORK

This form is intended for the identification of the hazards and harms involved in the physical, technical and operational environment of office-type expert work and as support for assessing risks.

With regard to the psychosocial working environment and workload, it is recommended to use a separate method, within the framework of which the collected answers are processed anonymously and confidentially.

The hazards and harms are identified by observing the working environment and activities in the sites being assessed. This checklist provides a more systematic approach to the identification and takes into account the special features of office work, including remote work and mobile work. The personal information in the form enables the further investigation of the observed hazards and harms and the consideration of solutions together with the persons in question.

Assessing occupational health and safety risks is the systematic identification of work-related hazards and harms and the determination of the magnitude of the risks caused by them. The goal of risk assessment is to find effective measures to improve safety at work, prevent injuries and minimise costs arising from them.

Even though the assessment is the employer's responsibility, it is important that everyone is involved in identifying the hazards in their own working environment. Occupational safety and occupational health professionals are used as experts when necessary. A thoroughly conducted risk assessment ensures safe, healthy and productive work that supports well-being.

Section 10 of the Occupational Safety and Health Act requires that, taking into account the nature of the work and activities, the employer must systematically and adequately analyse and identify the risk factors and hazards caused by the work, the working hours, the workspaces, other aspects of the working environment and the working conditions and, if they cannot be eliminated, assess their consequences to the employees' safety and health.

The employer must be in possession of the analysis and assessment. The analysis and assessment must be revised whenever circumstances change fundamentally, and they must be kept up to date in other respects as well.

## Methods to assess the psychosocial working environment and workload:

- The organisation's own survey of well-being at work
- [Psychosocial workload factors](#), the Centre for Occupational Safety
- [Valmeri / Psychosocial workload](#), the Occupational Safety and Health Administration
- [Yksilötutka](#), the Centre for Occupational Safety
- Occupational health care's assessment methods of psychosocial workload

<b>Identification of the hazards of office work, date</b>					
Name					
Department, unit					
Supervisor					
	<b>In order</b>	<b>Requires action</b>			
<b>1. OWN WORKSTATION AND WORK POSTURES</b>			Additional information	Solution	Person responsible
<b>1.1</b> Is there enough space at your workstation and is movement there unobstructed?					
<b>1.2</b> Do you have enough desk space?					
<b>1.3</b> Is clutter at your workstation preventing the cleaner's work?					
<b>1.4</b> Is the height of your desk suitable or adjustable?					
<b>1.5</b> Is there enough space for the mouse and keyboard?					
<b>1.6</b> Can you rest your forearms on your desk or the armrests of your chair while working?					

	In order	Requires action			
			Additional information	Solution	Person responsible
<b>1.7</b> Is your office chair intact and suitable for you and are the adjustment mechanisms working?					
<b>1.8</b> Can you see the display well or do you need help with changing the display's settings?					
<b>1.9</b> Do you have access to the technology solutions necessary for your work, such as a platform, software and applications?					
<b>1.10</b> Do you have access to the ergonomic aids you need, such as a material holder, a roller mouse, a foot rest and a wrist rest?					
<b>1.11</b> Do you need guidance on the proper ergonomic adjustment of your workstation?					
<b>1.12</b> Do you have enough storage space?					
<b>1.13</b> Is the sound environment of your workstation free from disturbances?					

	In order	Requires action			
			Additional information	Solution	Person responsible
<b>1.14</b> Is your workstation adequately ventilated?					
<b>1.15</b> Is the temperature suitable at all times of the year?					
<b>1.16</b> Is the lighting suitable?					
<b>1.17</b> Does your work allow you to switch work postures and move around?					
<b>1.18</b> Do you feel that you have sufficient knowledge of manual lifting or other work postures?					
<b>1.19</b> If you lift or move heavy loads manually, do you have access to the necessary ergonomic aids, such as a hand truck, a transport trolley and an ergonomic laptop bag/ backpack?					

	In order	Requires action			
<b>2. COMMON AREAS, PASSAGEWAYS AND EQUIPMENT IN YOUR WORKPLACE</b>			Additional information	Solution	Person responsible
<b>2.1</b> Have you observed accident or health hazards in the common areas in the workplace? Break rooms, meeting rooms, toilets, storage spaces, waste collection point, passageways, stairs, stairwells, entrance lobby, parking area.					
<b>2.2</b> Do the machines/equipment cause an accident or health hazard in the workplace? Are the machines/equipment intact, properly protected and correctly positioned and are the necessary manuals available?					
<b>2.3</b> Is the lighting adequate in all common areas?					
<b>2.4</b> Are the floor surfaces intact?					
<b>2.5</b> Is ventilation adequate and the indoor air sufficiently fresh?					
<b>2.6</b> Do you use chemicals in your work – have you been instructed in their correct use?					
<b>2.7</b> Are the electrical wiring and sockets intact and correctly installed?					
<b>2.8</b> Is the level of cleanliness in the workplace adequate?					
<b>2.9</b> Are there appropriate break rooms and rest areas for recovery in your workplace?					

	In order	Requires action			
<b>3. REMOTE AND MOBILE WORK, COMMUTE</b>			Additional information	Solution	Person responsible
<b>3.1</b> Does using a laptop outside your primary workstation strain you ergonomically? E.g. the neck-shoulder area					
<b>3.2</b> Do your work tools function when working somewhere other than at your workstation?					
<b>3.3</b> Do you remember to take regular breaks and stick to the agreed working hours when working remotely?					
<b>3.4</b> Do you move safely during commute and work-related trips?					
<b>3.5</b> Do commute and work-related trips cause you to experience physical or mental stress, lack of sleep or difficulties in recovery?					

	In order	Requires action			
<b>4. SAFETY</b>			Additional information	Solution	Person responsible
<b>4.1</b> Do you experience a threat of violence in your primary workplace?					
<b>4.2</b> Do you experience a threat of violence while moving outside the office for work-related reasons?					
<b>4.3</b> If you work alone or isolated from the rest of the work community in your workplace, are you able to call for help in the event of a disturbance, if necessary?					
<b>4.4</b> Are the alarm devices in the workplace working and have you been instructed in their use? Appropriate positioning, regular testing?					
<b>4.5</b> Have you received adequate instructions on how to act in a threatening situation?					

	In order	Requires action			
<b>5. FIRST AID AND RESCUE SAFETY</b>			Additional information	Solution	Person responsible
<b>5.1</b> Are there enough persons with first aid skills in your workplace and do you know who they are?					
<b>5.2</b> Does the first aid cabinet in the workplace contain the necessary first aid supplies and is it regularly restocked?					
<b>5.3</b> Do you know who is the designated person responsible for rescue safety in your workplace or on your floor?					
<b>5.4</b> Have you received instructions on how to act in the event of an alarm and do you know how to act according to them?					