



OFFICE (Clerical/Administrative)

Hazard		Satisfactory	Needs Attention	Not Applicable	Target Date for Completion	Date Completed
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
1	For computer workstations, background and screen lighting are compatible and adjustable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
2	Computer screen positions, chairs, and keyboard are adjustable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
3	Employee training is provided on preventing problems associated with computer screen use.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
4	Workplaces are kept free of debris, floor storage, and electrical cords.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
5	Adequate aisle space is maintained.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
6	File cabinets are anchored to prevent tipping and drawers are opened one at a time and closed when work is finished.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
7	Check for neutral posture while using the computer.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
8	Heaviest material is stored in bottom drawers of the file cabinet.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
9	Employees to avoid overexertion and strain when lifting and carrying loads use proper lifting techniques.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
11		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
13		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
14		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

Name

Date

Actions Taken to Correct Items Checked as "Needs Attention"

Hazard #	
Hazard #	
Hazard #	
Hazard #	
Hazard #	