

Risk Assessment for Office and Screen Workstations

Explanation

The following checklist, used in connection with the AGU folder, serves as a risk assessment for office and screen workstations. The AGU folder addresses common **hazards** found in office workstations and provides information and instructions to design such workspaces safely and ergonomically.

With the help of the checklist, **deviations** from the guidelines in the AGU folder can be identified, and **(protective-) measures** for their elimination can be specified. The order of positions in the checklist follows the systematic structure of the AGU folder.

Procedure:

1. Clarify and address, based on the AGU folder, the occupational safety organization, safety documents, recurring inspections, and emergency organization within your area of responsibility.
2. Use the checklist to compare the contents of the AGU folder with the existing occupational health and safety organization and documentation in your area on a recurring or ad hoc basis.
3. If the requirements specified in the AGU folder are met, you can check "yes" on the checklist.
4. In case of deviations ("no" or "partially"), the checklist must specify the measures to be taken, the responsible person, and a deadline by which the measures need to be implemented.

The risk assessment is to be carried out by the person in charge of management and is valid without a signature. Alternatively, an employee can perform this task, with the results then being coordinated with the supervisor.

Examples:

For No. 1.1: There is currently no comprehensive documentation of safety documents.

→ Action: Gather existing safety documents into the AGU folder and digitally store them in a designated folder.

For No. 2.1: Responsibilities for occupational safety were previously only informally agreed upon verbally.

→ Action: Enter responsible employees into the table according to Chapter 2.1 and register first aid providers in the emergency and alarm plan (see Chapter 5.4).

Legal Background:

Risk assessment is of particular importance in occupational health and safety. It must be carried out before the start of all work processes and serves to systematically identify possible stresses and hazards that may affect employees. All occupational health and safety measures are derived from it. The implementation of the risk assessment must be documented in writing. The obligation to prepare a risk assessment results from the Occupational Health and Safety Act, among other things. The risk assessment should be reviewed in the event of operational changes, new findings regarding safety or accidents / near-accidents and adapted if necessary.

Department / Division / Facility:			
Field of expertise / Working group:			
Person in charge:			
Building:			
Area: (e.g., "all office workstations" or "Room XY")			
Risk assessment conducted by:		Date:	

* na: not applicable

No.	Requirement according to AGU folder for office workstations.	Completed?				Measures / Comments	Implementation	
		yes	no	part.	na*		by (Name):	until (date):
1	Occupational safety documents							
1.1	Comprehensive documentation of occupational safety documents is available.							
2	Occupational safety organization							
2.1	The roles and responsibilities in occupational health, safety, and environmental protection, as well as the necessary authorities, are known to all and documented in an overview.							
2.2	A safety officer has been appointed (optional).							
3	Occupational safety documents							
3.1	a) A risk assessment using the "Screen Work Risk Assessment Checklist" has been conducted and documented.							

No.	Requirement according to AGU folder for office workstations.	Completed?				Measures / Comments	Implementation	
		yes	no	part.	na*		by (Name):	until (date):
	b) Maternity Protection: The procedure for reporting a pregnancy is known.							
3.2	The employees are informed about occupational medical preventive measures.							
3.3	Operating instructions, for example for toner dust, paper cutters, or others, have been explained and are accessible.							
3.4	Training Employees are informed (trained) annually and in case of special events about workplace hazards and necessary protective measures, and the training sessions are documented in writing.							
4 Recurring inspections								
4.1	Ladders and steps are inspected regularly.							
4.2	Electrical devices are regularly inspected.							
5 Emergency Organization								
5.1	The fire protection requirements are implemented. (e.g., training on the fire safety regulations, designation and number of fire marshals, evacuation and rescue routes, as well as fire extinguishing equipment, are known to all and kept clear)							
5.2	First aid and necessary measures for emergencies are organized. (e.g., responsibilities, procedures, designation and number of first aiders, rescue chain, inspection of first aid kits)							
5.3	The procedure for work-related and commuting accidents is known.							

No.	Requirement according to AGU folder for office workstations.	Completed?				Measures / Comments	Implementation	
		yes	no	part.	na*		by (Name):	until (date):
	(e.g., where is the first aid kit located? Who is the first aider? Who completes the accident report? Where is the nearest occupational physician located? What constitutes a work-related or commuting accident?)							
5.4	Employees can inform themselves about the emergency organization using posted emergency and alarm plans.							

Comments / Additions