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| **Name:** |  | **Date Completed:** |  |

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| 1. **List the three hazards you would find in the Office** | |
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| 1. **What must you do to ensure the Office environment remains safe?** | | |
| Do not allow trailing leads to create tripping hazards | Do not block passageways or corridors |
| Don’t make cups of tea or coffee | Everyone must sit on the floor |

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| 1. **What must you do to ensure your workstation is fit for purpose?** | | |
| Complete the user-assessment form | Ensure workstations are kept clean and tidy |
| Feedback issues to your employer | Remove equipment such as staplers |

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| 1. **How many hazards can you spot?** | |
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# Trainer Use Only

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| --- | --- | --- | --- | --- | --- |
| **Marked By:** |  | | **Signature:** |  | |
| **Score:** |  | **5** | **Pass or Fail:** | Pass | Fail |