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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?**
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| [ ]  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?**
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| [ ]  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 |