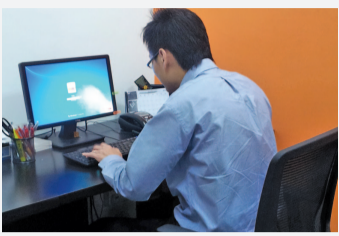
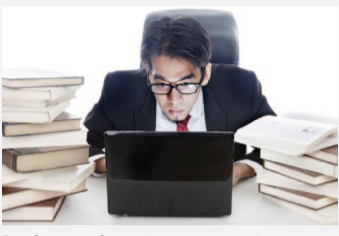


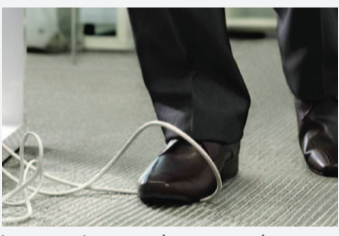


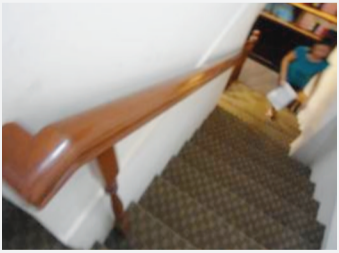



Risk Assessment and Control Measures

Company / Location :	Form Completion Date:
Person-in-charge :	

Work Activity	Possible Hazards	Measures to Protect Employees	Done (✓)	Name of Staff
			Not applicable (N.A.)	
Working at workstation	 <p>Improper sitting posture or not using proper lower back support while sitting</p>	<ul style="list-style-type: none"> Provide all employees with ergonomically designed chairs 		
	 <p>Prolonged staring at monitor screen</p>	<ul style="list-style-type: none"> Provide adequate lighting Position monitor screen to avoid glare Encourage employees to take short breaks 		
Accessing files or materials	 <p>Struck by falling objects</p>	<ul style="list-style-type: none"> Remind employees to exercise extra caution when stacking or retrieving materials from overhead shelves. Remind them to stack or retrieve one box at a time 		
	 <p>Using improper equipment to access items from overhead shelves</p>	<ul style="list-style-type: none"> Remind employees to use step ladder when accessing items from overhead shelves 		
Housekeeping	 <p>Loose wires on the ground</p>	<ul style="list-style-type: none"> Avoid leaving loose wires on the floor 		
	 <p>Unwanted papers, office equipment or machinery</p>	<ul style="list-style-type: none"> Dispose unwanted paper, office equipment or machinery regularly 		
Using pantry, stairways and toilets	 <p>Wet and uneven surfaces in pantry, stairways or toilets</p>	<ul style="list-style-type: none"> Keep floor of pantry, stairways and toilets dry 		
	 <p>Employees using the stairs without holding onto handrails</p>	<ul style="list-style-type: none"> Advise employees to hold onto the handrails when using the stairs Advise them not to squat on toilet bowls 		
Handling heavy or bulky objects	 <p>Improper handling of heavy objects</p>	<ul style="list-style-type: none"> Remind employees to adopt correct postures when lifting or placing objects off the ground Encourage employees to ask for help when handling heavy or bulky objects 		

这份表格由工作场所安全与卫生理事会和新加坡人力部编制，旨在协助公司依照《工作场所安全与卫生法令》的要求，实施简单的风险评估与策划。*

风险策划

公司名称/地址:	表格填写日期:
负责人姓名:	

工作活动	潜在危险	保护员工的措施	完成 (✓)	员工姓名
			不适用 (N.A.)	
在工作站工作	 <p>不当坐姿或坐时无适当的腰部支撑</p>	<ul style="list-style-type: none"> 为所有员工提供按人机工程学设计的椅子 		
	 <p>长期注视电脑荧光屏</p>	<ul style="list-style-type: none"> 提供充足光线 妥善安置荧光屏，避免反光 鼓励员工适时小憩 		
存取文件或材料	 <p>被落下物件击中</p>	<ul style="list-style-type: none"> 材料物件如存放在高架上，提醒员工，叠放或取出时要额外小心 提醒员工，每次只叠放或取出一个箱子 		
	 <p>善用适当的工具，存取高架上的物件</p>	<ul style="list-style-type: none"> 提醒员工，存取高架上的物件时，要利用梯子 		
整理办公环境	 <p>地上有零乱的电线</p>	<ul style="list-style-type: none"> 地上尽量不要有零乱的电线 		
	 <p>没用的纸张、办公器材或机器</p>	<ul style="list-style-type: none"> 经常丢弃没用的纸张、办公器材或机器 		
饮食室、楼梯与洗手间	 <p>饮食室、楼梯与洗手间的地板湿滑不平</p>	<ul style="list-style-type: none"> 饮食室、楼梯与洗手间的地板要保持干燥 劝请员工不要蹲在马桶上 		
	 <p>员工上下楼梯没握扶手</p>	<ul style="list-style-type: none"> 劝请员工上下楼梯要握扶手 		
处理沉重或巨大的物件	 <p>不当搬移重物的方法</p>	<ul style="list-style-type: none"> 提醒员工，抬起或放下物件时，姿势要正确 鼓励员工在搬移沉重或巨大的物件时，寻求帮忙 		

*注意：本表格所列活动并未涵盖办公室环境的所有工作活动。若工作活动有所改变，请重新检阅本表格。欲知详情，请浏览 www.wshc.sg