

Workplace Assessment of the Physical Working Environment – not anonymous

We would like you to assess whether your physical working environment is satisfactory or not satisfactory in the following areas:

- Arrangement of your workplace
- Work station
- Classroom
- Workplace indoor climate
- Ergonomic factors
- Working in laboratories and workshops.
- Chemical substances
- Biological agent/GMO
- Laboratory animals
- Laser, powerful magnets
- Machinery and equipment
- Accidents and emergency measures

A few personal details

Your name

Which of the following job functions do you have? (You may tick more than one option)

(The questionnaire is adapted to the job functions that you tick off below).

- I work in front of a computer for more than two hours a day in an office, at a counter or in connection with experimental work etc. (Questions about your work station) [Access to p. 4]
 - I teach in a classroom (Questions about the classroom) [Access to p. 5]
 - I work in one or more of the following areas: Chemical substances, biological materials, laboratory animals, other laboratory facilities/experimental installation, teaching workshop (Questions about chemical substances, biological agents/GMO, laboratory animals, laser and power magnets) [Access to p. 8-11]
 - I handle or can come into contact with chemicals and work in a trade, in transport, warehousing and storage etc. (Questions about chemical substances, biological agents/GMO, laboratory animals, laser and power magnets) [Access to p. 8-11]
 - I have none of the above job functions
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Arrangement of your workplace

Base your response on all of your workplaces (e.g. office, laboratory, technical room, workshop)

You are answering questions about the following factors:

- The position of the workplace in relation to other activities
- Amount of space in and around the workplace
- Rearranging the workplace
- Lighting
- Noise
- Ventilation

How would you describe the arrangement of your workplace(s)?

- Satisfactory
- Not satisfactory
- Don't know/Not relevant

Arrangement of your workplace

You have indicated that the arrangement of your workplace(s) is not satisfactory. Tick relevant reasons:

- Unsuitable positioning of workplace in relation to workflow, shared areas, meeting room, copy room, etc.
- Unsuitable positioning of workplace in relation to other activities in the room
- Unsuitable positioning of workplace in relation to windows, daylight, lighting and ventilation
- Inadequate space in and around the workplace
- Insufficient options for rearranging the workplace
- Inadequate workplace lighting
- Glare or reflections from lighting/windows
- Annoying noise from indoor surroundings or from outdoor areas
- Noise from technical equipment is irritating
- Annoying noise from people
- Other

In the comments fields that appear on the next page, provide more details about each of the problems you have identified above, stating room number and your proposed solution

Comment field for: Unsuitable positioning of workplace in relation to workflow, shared areas, meeting room, copy room, etc.

Describe the problem _____

State room number _____

Comment field for: etc. etc.

Specifically related to your work station

You are answering questions about the following factors:

- Monitor: positioning, height, tilt function, light, glare and reflection
- Chair and desk: adjustment
- Keyboard and mouse: amount of space, functionality
- Instructions

If you work with a monitor for more than two hours a day or one day a week: How would you describe the arrangement of your work station?

- Satisfactory
- Not satisfactory
- Don't know/Not relevant

Arrangement of your work station

You have indicated that something is not satisfactory in the arrangement of your work station. Tick relevant reasons:

- The monitor cannot be positioned approx. an arm's length away from the user
- The screen cannot be adjusted in height or angle
- Keyboard or mouse is used without lower arm support
- Keyboard or mouse does not work as it should
- Separate screen or separate keyboard missing
- Glare or reflections from lighting/windows
- Desk lamp missing
- Problems with or lack of information about settings for chair/desk
Instructions on settings and use of equipment is lacking
- Other

In the comments fields that appear on the next page, provide more details about each of the problems you have identified above, stating room number and your proposed solution.

Comment field for: The monitor cannot be positioned approx. an arm's length away from the user

Describe the problem

State room number

Comment field for: etc. etc.

Specifically related to your classroom

Base your response on all of the environments you teach in

You are answering questions about the following factors:

- Arrangement: Amount of space, technical equipment, teaching boards, screen, desk and chairs
- Lighting: Sunlight, artificial light, reflections
- Noise from equipment, acoustics
- Indoor climate: Temperature and air quality
- Cleaning

How would you rate the classroom design and layout in relation to your teaching requirements?

- Satisfactory
- Not satisfactory
- Don't know/Not relevant

Arrangement of the classroom

You have indicated that something about the design and layout of the classroom is not satisfactory. Tick relevant reasons:

- Classroom spaces are unsatisfactory
- Teacher's chair/table cannot be adjusted
- Blackboard/screen/projector is not positioned appropriately
- Power points are not positioned appropriately
- Table arrangement does not support the teaching form
- Lighting arrangement is not appropriate
- Glare or reflections from lighting/windows
- The acoustics are distracting
- Noise from technical equipment is irritating
- Uncomfortable temperature/air quality
- The level of cleaning is not adequate
- Other

In the comments fields that appear on the next page, provide more details about each of the problems you have identified above, stating room number and your proposed solution.

Comment field for: Classroom spaces are unsatisfactory

Describe the problem _____

State room number _____

Comment field for: etc. etc.

Workplace indoor climate

Base your response on all of your workplaces (e.g. office, laboratory, technical room, workshop, classroom)

You are answering questions about the following factors:

- Temperature
- Draughts
- Air quality
- Neatness and tidiness
- Cleaning

How would you describe the indoor climate of your workplace(s)?

- Satisfactory
- Not satisfactory
- Don't know/Not relevant

Workplace indoor climate

You have indicated that something is not satisfactory in the workplace indoor climate. Tick relevant reasons:

- Uncomfortable temperature in summer and/or winter
- No possibility for adjusting temperature for individual needs
- Sunshade is missing or defective
- The air is unpleasantly dry or humid, static electricity
- Possible harmful substances in the air, e.g. asbestos, PCB
- There are problems with drafts
- There are problems with smells
- There is a lack of order and tidiness
- The level of cleaning is not adequate
- Other

In the comments fields that appear on the next page, provide more details about each of the problems you have identified above, stating room number and your proposed solution.

Comment field for: Uncomfortable temperature in summer and/or winter

Describe the problem

State room number

Comment field for: etc. etc.

Ergonomic factors

Base your response on all of your workplaces (e.g. office, laboratory, technical room, workshop, classroom, field work)

You are answering questions about the following factors:

- Work postures: physically demanding, knowledge of ergonomics
- Variation: monotony, precision work
- Lifting and carrying: Frequency, weight of load
- Pulling and pushing: Frequency, weight of load

How would you describe the ergonomics of your workplace(s)?

- Satisfactory
- Not satisfactory
- Don't know/Not relevant

Ergonomic factors

You have indicated that something is not satisfactory in the ergonomics of your workplace. Tick relevant reasons:

- Lack of knowledge about good and varied work posture
- Sedentary work with little possibility of changing work posture
- Standing at work with little possibility of changing work posture
- Prolonged periods of monotonous, static working movements
- Prolonged periods of precision work requiring great concentration
- Physically demanding work postures, e.g. twisting and stretching
- Heavy or frequent lifting, carrying, pulling or pushing
- Other

In the comments fields that appear on the next page, provide more details about each of the problems you have identified above, stating room number and your proposed solution.

Comment field for: Lack of knowledge about good and varied work posture

Describe the problem _____

State room number _____

Comment field for: etc. etc.

Working with chemical substances

Base your response on all of your work duties (e.g. laboratory work, trade work, service duties)

You are answering questions about the following factors:

- Instructions at work
- Preparation and planning of work
- Personal protective equipment
- **Work process ventilation**
- Storage, handling, labelling and disposal
- Material safety data sheets (MSDS)
- Hazardous explosive atmospheres (ATEX)

How would you describe the working conditions at your workplace(s) in relation to working with chemical substances?

- Satisfactory
- Not satisfactory
- Don't know/Not relevant

Working with chemical substances

You have indicated that something is not satisfactory in your work with chemical substances. Tick relevant reasons:

- Unsatisfactory work organisation, e.g. in considering substitution
- Unsatisfactory instructions
- Inadequate labelling of chemical containers
- Inadequate safety signs
- Lack of access to instructions in use of chemicals in Kemibrug
- Personal protective devices are absent, unsuitable or are not used
- Inadequate **work process ventilation**
- Unsafe storage
- Unsafe treatment
- Inadequacies in the handling of chemical waste or in knowledge about it
- Insufficient focus on safety, e.g. regarding the workplace environment for pregnant women
- Safety measures regarding risks of explosive atmospheres, ATEX, are not complied with
- Other

In the comments fields that appear on the next page, provide more details about each of the problems you have identified above, stating room number and your proposed solution.

Comment field for: Unsatisfactory work organisation, e.g. in considering substitution

Describe the problem

State room number

Comment field for: etc. etc.

Working with biological agents/GMO in laboratories

Base your response in all the laboratories you use

You are answering questions about the following factors:

- Instruction at work
- Preparation and planning of work
- Personal protective equipment
- **Work process ventilation**
- Storage, handling, labelling and disposal
- Mandatory notification to the Danish Working Environment Authority
- Safety instructions

How would you describe the working conditions in your workplace(s) in relation to biological agents/GMO?

- Satisfactory
- Not satisfactory
- Don't know/Not relevant

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Working with biological agents/GMO in laboratories

You have indicated that something is not satisfactory in your work with biological agents/GMO. Tick relevant reasons:

- Unsatisfactory work organisation, e.g. in considering substitution
- Unsatisfactory instructions
- Inadequate labelling of containers with biological material
- Inadequate safety signs
- Personal protective devices are absent, unsuitable or are not used
- Inadequate **work process ventilation**
- Negligent storage
- Negligent handling
- Inadequacies in the handling of biological waste or in knowledge about it
- Insufficient focus on safety, e.g. regarding the workplace environment for pregnant women
- Projects with biological material/GMO (class 1 and 2) are not registered with the Danish Working Environment Authority
- Safety measures for working in classified laboratories are not complied with
- Other

In the comments fields that appear on the next page, provide more details about each of the problems you have identified above, stating room number and your proposed solution.

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Comment field for: Unsatisfactory work organisation, e.g. in considering substitution

Describe the problem

State room number

Comment field for: etc. etc.

Working with laboratory animals

You are answering questions about the following factors:

- Instruction at work
- Preparation and planning of work
- Personal protective equipment and working clothes
- **Work process ventilation**
- Instructions related to animals and medicines
- Waste
- Mandatory notification to the Danish Working Environment Authority

How would you describe the conditions relating to work with laboratory animals at your workplace?

- Satisfactory
- Not satisfactory
- Don't know/Not relevant

Working with laboratory animals

You have indicated that something is not satisfactory as regards the conditions to the work with laboratory animals. Tick relevant reasons:

- Unsatisfactory work organisation
- Inadequate information about health risks, e.g. allergy, asthma and risks of infection
- Inadequate instruction in safe behaviours
- Inadequate measures for the management of injury caused by bites and stings
- Lack of space and facilities
- Personal protective devices are absent, unsuitable or are not used
- Inadequate **work process ventilation**
- Inadequacies in the handling of biological waste or in knowledge about it
- Projects using GMO trial animals are not registered with Danish Working Environment Authority
- Safety measures for working in classified laboratories are not complied with
- Other

In the comments fields that appear on the next page, provide more details about each of the problems you have identified above, stating room number and your proposed solution.

Comment field for: Unsatisfactory work organisation

Describe the problem

State room number

Comment field for: etc. etc.

Radiation or powerful magnetic fields (e.g. laser, isotopes or NMR scanner)

Base your response on all of your relevant work duties (e.g. laboratory work, trade work, service duties)

You are answering questions about the following factors:

- Instruction at work
- Preparation and planning of work
- Arrangement of the workspace
- Personal protective equipment
- Storage, handling, labelling and disposal

How would you describe the conditions relating to your work with radiation or powerful magnetic fields?

- Satisfactory
- Not satisfactory
- Don't know/Not relevant

Radiation or powerful magnetic fields (e.g. laser, isotopes or NMR scanner)

You have indicated that something is not satisfactory with the conditions relating to your work with radiation or powerful magnetic fields. Tick relevant reasons:

- Inadequate instruction regarding the hazards of working with radiation or powerful magnets
- Inadequate access to work safety instructions
- Lack of knowledge of safe limits
- Inadequate safety measures against the risk of effects from radiation or powerful magnetic fields incorporated into the arrangement of the workroom
- Inadequate preparation and planning of the work to be carried out
- Inadequate screening of reflected rays from laser
- Personal protective devices are absent, unsuitable or are not used
- Problems in storage/sorting/disposal of isotope waste or of knowledge about it
- Lack of registration of users of radioactive isotopes
- Lack of attention given to the risk of pollution by isotopes from laboratory animals (urine, waste, exhalation)
- Other

In the comments fields that appear on the next page, provide more details about each of the problems you have identified above, stating room number and your proposed solution.

Comment field for: Inadequate instruction regarding the hazards of working with radiation or powerful magnets

Describe the problem _____

State room number _____

Comment field for:

Machinery, tools and technical equipment

Base your response on all of your workplaces (e.g. office, laboratory, technical room, workshop, field work)

You are answering questions about the following factors:

- Instruction in the use, maintenance and cleaning of machinery and equipment
- Safety data sheets for technical equipment
- Personal protective equipment
- Safety guard
- Noise

How would you describe the safety of work with machinery, tools or other technical equipment in your workplace(s)?

- Satisfactory
- Not satisfactory
- Don't know/Not relevant

Machinery, tools and technical equipment

You have indicated that something is not satisfactory as regards safety in working with machinery, tools or other technical equipment. Tick relevant reasons:

- Inadequate instruction in the use, maintenance and cleaning of machinery and equipment
- Lack of user manuals and safety data folders for machines etc.
- Machinery, tools and equipment are not well-suited to the work that has to be carried out
- Unsuitable positioning of machinery, etc. in relation to the work that has to be carried out
- Personal protective devices are absent, unsuitable or are not used
- Inadequate safety guard
- High level of noise (normal conversation impossible)
- Unnecessary noise
- Other

In the comments fields that appear on the next page, provide more details about each of the problems you have identified above, stating room number and your proposed solution.

Comment field for: Inadequate instruction in the use, maintenance and cleaning of machinery and equipment

Describe the problem _____

State room number _____

Comment field for: etc. etc.

Work-related sickness absence, accidents and emergency preparations

Base your response on all of your workplaces (e.g. office, classroom, laboratory, technical room, workshop, field work)

You are answering questions about the following factors:

- Work related sickness absence
- Reporting and prevention of accidents and potential accidents
- Knowledge of or training in relevant emergency response procedures
- Escape routes

How would you describe the ways in which work-related sickness absence and accidents are prevented and averted?

- Satisfactory
- Not satisfactory
- Don't know/Not relevant

Work-related sickness absence, accidents and emergency preparations

You have indicated that something is not satisfactory with regard to preventing and averting work-related sickness absence and accidents at work. Tick relevant reasons:

- There are particular features on the workplace environment that can contribute to work-related absence
- There are particular risks of work-related accidents against which preventive measures have not been taken
- It is a particular situation that can develop into something critical because necessary measures are inadequate
- Knowledge of an accident that has occurred but has not been reported
- There is a lack of emergency equipment or of knowledge about/training in its correct use, e.g. fire extinguishers, first aid equipment, laboratory spill kits
- Emergency exits are impeded or inadequately signed
- There is not sufficient focus on safety in day-to-day work
- Inadequate familiarity with the local emergency management plan
- Other

In the comments fields that appear on the next page, provide more details about each of the problems you have identified above, stating room number and your proposed solution.

Comment field for: There are particular features on the workplace environment that can contribute to work-related absence

Describe the problem _____

State room number _____

Comment field for: etc. etc.

Other comments

If you have any general comments or proposals concerning the physical working environment, you are welcome to write them here.

Your comments may, of course, be both positive and negative, but please present them as a constructive contribution to follow-up work.

NB: Comments will be sent unedited to your Health & Safety Group.

You have now answered all of the questions in the questionnaire.

Should you wish to make corrections before completing the questionnaire, you can go back by using the navigation arrows.

Thank you for participating in SDU's Workplace Assessment and Well-Being Survey 2018. The results will be published online during week 47.

To complete the questionnaire, click "Finish". You will then receive a confirmation e-mail from Rambøll with a link to your answers.

Intranet location: <http://sdunet.dk/Personale/Arbejdsmiljoe/ArbMiljoe/APV-paa-SDU/APV-og-Trivselsmaaling-2018.aspx?contentlang=en>