



Workplace End User Design Review Agenda

1.0 Ventilation

- 1.1 All areas ventilated
- 1.2 Mechanical ventilation
- 1.3 Uncomfortable draughts
- 1.4 Odour risks
- 1.5 Humid conditions

2.0 Temperature in indoor workplaces

- 2.1 Thermometers installed
- 2.2 Temperature designed above 13 – 16c
- 2.3 Any cold rooms

3.0 Lighting

- 3.1 Good general lighting levels achieved?
- 3.2 Task lighting provided sufficient for tasks (i.e non fluorescent on machinery)
- 3.3 Lights with potential to daze or cause glare (DSE / forklift driver impacts)
- 3.4 Switches suitably placed
- 3.5 Emergency lighting provided

4.0 *Cleanliness and waste materials*

- 4.1 Sufficient rooms for cleaning equipment (ventilated, sinks etc)
- 4.2 Sufficient support for cleaning equipment (Socket outlets etc)
- 4.3 Food hygiene considered
- 4.4 Waste bin arrangements considered
- 4.5 Any specialist hygiene issues
- 4.6 Arrangements for spillages in key areas
- 4.7 Flooring and surfaces suitable for use (i.e washable)

5.0 *Room dimensions and space*

- 5.1 Sufficient space for work activities
- 5.2 Sufficient space on general traffic routes
- 5.3 Sufficient space in small rooms (i.e control cabs)
- 5.4 Sufficient space in meeting / assembly areas

6.0 *Workstations and seating*

- 6.1 Considered for space
- 6.2 Ergonomics
- 6.3 Considers disability
- 6.4 Suitable furniture (desk, seating etc)

7.0 *Condition of floors and traffic routes*

- 7.1 Any sudden dips
- 7.2 Sufficient strength for predicted loads
- 7.3 Any change in levels
- 7.4 Sufficient drainage in wet / regular wash areas
- 7.5 Non Slip flooring provided in at risk areas
- 7.6 Traffic routes free from obstructions

8.0 Falls or falling objects

- 8.1 Any at height areas with potential risk (Gantries, sky bridges)
- 8.2 Suitable barriers provided at height, does it consider children.
- 8.3 Suitable 'kick' protection provided at height
- 8.4 Suitable covers over tanks and drainage areas
- 8.5 Any fragile areas (roof/ skylights)
- 8.6 Any fixed ladders provided
- 8.7 Safe stacking and racking arrangements
- 8.8 Safe loading and unloading arrangements
- 8.9 Any unusual features with risk

9.0 Windows, and transparent or translucent doors, gates and walls

- 9.1 Suitable placement of glazed areas
- 9.2 Safety glass in at risk areas
- 9.3 Sufficiently marked windows on traffic routes

10.0 Organisation etc of traffic routes

- 10.1 Pedestrian routes established (internally)
- 10.2 Pedestrian routes established (externally)
- 10.3 Traffic routes considered (turning circles, lay down areas etc)
- 10.4 Sufficiently wide for purpose
- 10.5 Crossing points established
- 10.6 Consideration of unusual uses (delivery trolleys, bicycle use etc)

11.0 *Doors and gates*

- 11.1 Correct size for use
- 11.2 Swing in correct
- 11.3 Easy to open

12.0 *Escalators, lifts and moving walkways*

- 12.1 Sufficiently designed for expected use

13.0 *Sanitary / washing conveniences*

- 13.1 Sufficient numbers provided (ref to HSWR 201/2 tables)
- 13.2 Provision of showers
- 13.3 Suitable facilities (hot water, soap dispensers, hand dryers)
- 13.4 Water hygiene considered (L8)

14.0 *Drinking water*

- 14.1 Clear marked supply
- 14.2 Readily available in correct areas (Hygiene considered i.e not in workshops)
- 14.3 Provision of cup holders/ cabinets

15.0 *Accommodation for clothing*

- 15.1 Changing rooms provided
- 15.2 Storage lockers provided/ needed
- 15.3 Wash bins provided/ needed
- 15.4 Drying rooms
- 15.5 PPE special storage considerations

16.0 Facilities for rest and to eat meals

- 16.1 Rest areas provided (sufficient in size, away from workplace)
- 16.2 Facilities provided (Access to hot water, microwaves, sinks, fridges)

17.0 Specialist end user requirements

- 17.1 Support functions (Disabled amenities, baby changing, animal welfare etc)
- 17.2 First aid room

18.0 General Safety Signage

- 18.1 Fire (direction, muster point, fire points)
- 18.2 Warning signage (noise, traffic, radiation etc)
- 18.3 Advisory signage (first aid etc)
- 18.4 Mandatory signage (use of PPE)