

		Document name Investigation, risk assessment and action plan for the work environment	
Company	Date 15 October 2023	Version 1.0	
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Scope of risk assessment New organisation			

Task/element	Risk source/cause/consequence	Measures taken	Risk assessment			Measure	Responsible	Ready when?	Checked on (date)
			low	medium	high				
Receipt of orders	New technology will be introduced. Everyone will not find it equally easy to learn this. New tasks. Concern about future work situation.	Future tasks and work distribution have been discussed at employee performance appraisal.		X		Individually tailored training plan will be developed. Access to staff who can provide technical support must be ensured during running-in period.	Fia		
Work in front of screen	Monotonous work and incorrect work posture may give rise to pain in the neck/back/arms.	Adjustable desks and chairs are available.		X		Ergonomist to be appointed for individual review of the workplace and work posture. Need for supplementary equipment to be assessed in consultation with ergonomist.	Mette		