### MAPPING CHECKLIST

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| **PHYSICAL CONDITIONS**  | **WRITE COMMENTS HERE**  |
| **INDOOR CLIMATE**(read more in the guide “Indoor climate in the office”) |
| Is the area tidy so that the cleaners can do their job? |  |
| Is the cleaning satisfactory? |  |
| Is the temperature comfortable? |  |
| Is it possible to avoid excessively high temperatures, cold or drafts? |  |
| Is there a ventilation system and does it work properly? |  |
| Is it possible to screen off sun glare? |  |
| Is the office aired out regularly? |  |
| Are office machines, such as photocopiers and very active printers, placed in well-ventilated spaces with no permanent workstations? |  |
| Are there any damp spots on walls or ceiling, and does the area often smell musty? |  |
| Is static electricity a problem? |  |
| Other observations about the indoor climate? |  |

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| **LIGHTING**(read more in the guide “Good lighting in the office”) |
| Is there daylight in the area? |  |
| Is the workstation sufficiently illuminated? |  |
| Are the desk lamps placed so that the light comes in from the side, just below eye level? |  |
| Can the work be done without irritating reflections and glare? |  |
| Other observations about lighting: |  |

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| **NOISE**(read more in the guide “Noise and acoustics in the office”) |
| Are there problems with noise or sounds? |  |
| Other observations about noise: |  |

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| **ERGONOMIC CONDITIONS**(read more in the guide “Working with computers”) | **WRITE COMMENTS HERE**  |
| Is it possible to vary working posture? |  |
| Is the employee acquainted with the adjustment options on the equipment (monitor, keyboard, chair, desk etc.) – and are they used? |  |
| Can the seat and backrest of the employee's desk chair be adjusted to suit the employee and how he/she works? |  |
| Are the keyboard and mouse positioned so that the employee's forearm is supported? |  |
| Is there room for the monitor, keyboard, mouse/pointing device, documents/document holder on the desk? |  |
| Is the height of the monitor adjusted so that the viewing angle is slightly downwards? |  |
| Is the monitor placed at a viewing distance of 50-70cm? |  |
| Does the monitor display flicker? |  |
| Is it possible to avoid glare on the monitor? |  |
| Does each employee have enough space at his/her workstation to push back their chair and stand up? |  |
| Do boxes, clutter or other things prevent the employee from doing his/her work? |  |
| Other observations about ergonomics: |  |

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| **PSYCHOSOCIAL CONDITIONS**(read more in the guide “Well-being in the office”) | **WRITE COMMENTS HERE**  |
| Is the workload heavy for extended periods of time? |  |
| It is possible to recover after busy periods? |  |
| Is it often necessary to work overtime? |  |
| Do the employees have a clear understanding of what is expected of them? |  |
| Do the employees have an influence on their workload and on how their work is organised? |  |
| Do the employees have the necessary information to do their job in a satisfactory manner? |  |
| Are there cases of bullying? |  |
| Are there cases of sexual harassment? |  |
| Do the employees feel they receive the recognition and appreciation they deserve? |  |
| Is there a risk of physical violence in connection with the work? |  |
| Are there opportunities for training/development, including variation in work tasks? |  |
| Is there professional, managerial and co-worker support on a day-to-day basis? |  |
| Other observations on psychosocial conditions: |  |

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| **ABSENCES DUE TO SICKNESS**   | **WRITE COMMENTS HERE**  |
| Are there conditions in the working environment that contribute to absences due to sickness? |  |
| Other observations on absences due to sickness: |  |

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| **OTHER CONDITIONS**   | **WRITE COMMENTS HERE**  |
| Are the employees given sufficient instruction and training? |  |
| What dangerous actions and situations have you observed? |  |
| Are accidents and near misses prevented? |  |
| When working with substances marked as hazardous, is there access to the appropriate workplace instructions and to the necessary protective gear, such as gloves? |  |
| Other conditions: |  |