**Activities 1 & 2 answers**

1. For each of the areas below, what considerations should be taken with respect to workplace design, including safety, productivity and comfort?

2. While watching the case study video, tick the examples you thought of, expand your notes and add any new areas explored in the case study.

[The table below shows an example of a completed table: examples in the video have been ticked, and new areas added in italics]

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| **Offices** | **Factory / Manufacturing** | **Workshop** |
| * Ergonomic furniture and equipment, including desks and chairs ✔ *People need to be comfortable when working.* * Potential hazards, including cables ✔ *Personal injury risk* * Ensure all computers and networked devices are updated, including security and efficiency ✔ | * Potential hazards, including cables ✔ *These can cause personal harm and potential criminal action.* * Ensure any electrical devices are tested regularly ✔ * Ensure factory machinery is equipped with guards and tested regularly ✔ * Ensure floor and surfaces are kept clear and clean ✔ *Make sure the walkway and access design is safe, especially if other devices such as forklifts must use it.* * *Workstations need to be ergonomic – lots of stretching and carrying so comfort is essential.* * *Accessibility – how equipment, material and machinery are moved from A to B safely.* | * Potential hazards, including cables ✔ *These can cause personal harm and potential criminal action.* * Ensure any electrical devices are tested regularly ✔ * Ensure tools are correctly stored and safety checked regularly ✔ *Tool access and holders can be designed for specific workers.* * Ensure floor and surfaces are kept clear and clean ✔ *Make sure the walkway and access design is safe, especially if other devices like forklifts must use it.* * *Workstations need to be ergonomic – lots of stretching and carrying so comfort is essential.* * *Accessibility – how are equipment, material and machinery moved from A to B safely.* |
| **Social area** | **Bathroom / medical facilities** | **Design / IT** |
| * Ergonomic furniture ✔ * Potential hazards including cables ✔ * Ensure any electrical devices are tested  regularly ✔ | * Suitable medical-grade furniture and devices * Potential hazards ✔ including cables ✔ * Ensure any electrical devices are tested  regularly ✔ * Make sure any medicines and chemicals are regularly checked and maintained with secure access. ✔ | * Ergonomic furniture and equipment, including desks and chairs ✔ * Potential hazards, including cables ✔ *Personal injury risk* * Ensure any electrical devices are tested  regularly ✔ * Ensure all computers and networked devices are updated, including security and efficiency ✔ |
| **Other:** | **Other:** | **Other:** |
|  |  |  |