

APV Checklist

Office



When reviewing the questions, you should be aware of conditions in the work environment that are important to your health and safety. If you find work environment problems that may contribute to illnesses such as work accidents, poor working positions, and work pressure, you should include them when prioritizing and developing an action plan.

APV Questions	Yes	No
<p>Seated work Do you sit down for most of the workday?</p>		
<p>High workload, time pressure, and unclear expectations Do you often have too many tasks or face unclear job expectations?</p>		
<p>Help and support from management and colleagues Are you lacking help and support from your management and colleagues?</p>		
<p>Offensive behavior Are there employees at the workplace who are subjected to bullying, sexual harassment, discrimination, or other offensive actions by management or colleagues?</p>		
<p>Temperature, cold, and drafts Is it too hot or too cold in the office rooms, or is there a draft?</p>		
<p>Air quality Is the air quality in the rooms poor due to insufficient cleaning or ventilation?</p>		
<p>Disturbing noise Is the noise level for more than two hours during the workday so high that it disrupts your concentration and/or communication?</p>		
<p>Trips and falls Is there a risk of tripping over clutter or cables, or because the floor is slippery?</p>		

Acute physical overload

Is there a risk of acute physical overload on the body when lifting, pulling, or pushing multiple boxes of paper or folders?

Kindly add any relevant comments

Source

Danish Working Environment Authority (Arbejdstilsynet)
<https://apv.at.dk/>

Translation by HORESTA



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APV Action Plan

Describe the problem	Describe the solution	Assigned person	Deadline and priority

Signatures:

Employer

Date

Employee

Date