

GA14 Human factors checklist



The checklist below has been taken from the Health and Safety Executive's Human Factors Briefing Note 1.

This list doesn't cover every aspect of human factors but will give you an idea of what is involved. It includes safety management factors. If you can tick most of the boxes then your company is probably dealing with human factors and safety culture issues quite well, but every company can improve.

Company name		Project title	
Location		Contract no.	
Health and Safety Executive <i>Human factors checklist</i>			
For all the jobs done on this site, this company usually:			
		Yes	No
1. chooses the most skilled people to do the work, either our own people or contractors			
2. gives people interesting and varied work without overloading them			
3. arranges for work to be done in teams if that's the best approach			
4. takes care that the working environment is not too hot or cold or uncomfortable			
5. keeps noise levels down to help communications and concentration			
6. provides good lighting			
7. arranges reasonable working hours, meal and rest breaks			
8. makes sure that there's enough room to work in; that is, not too cramped or confined			
9. issues written instructions and other essential paperwork that work very well			
10. avoids overloading people with information and doesn't give contradictory information			
11. provides the proper tools and equipment to do the work			
12. doesn't apply unreasonable time pressure			
13. minimises interruptions to jobs and doesn't change priorities all the time			
14. makes sure that if a job is handed over to another shift, important information is handed over with it			
15. provides good supervision of important tasks or of less experienced teams			
16. has practised and realistic emergency plans in place in case there's a problem			
17. encourages a good working culture and good relationships between people			
18. doesn't keep changing the organisation, individual responsibilities or lines of management.			
Comments			
Name		Position	
		Signature	
		Date	