

Contributory factors checklist

This checklist is primarily designed to be used to assess a group of people in a workplace, but can be used for a specific individual if required.

Workplace:

Assessor:

Date:

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Section 1 – Individual issues

Personal characteristics and lifestyle issues of the workforce/individual.

Contributory Factors

- Age
- Gender
- Poor state of health
- Differing cultures or beliefs
- Other
- Lack of general strength or fitness
- Smoking
- Lifestyle choices (drinking, recreational drug use etc)
- Language and/or literacy issues

Possible Solutions

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Section 2 – Psychosocial issues

Attitudes and beliefs primarily about work, though may incorporate non-work aspects, that may cause stress. This section is about what the workers think and feel, which maybe different from what the manager or assessor thinks or feels. It is important to consider each issue only from the worker's perspective.

Contributory Factors

- Lack of belief in worth of job
- Bullying or overbearing attitudes
- Overworked
- Poor communication between staff members and/or management
- Lack of promotional opportunities
- Non-work or community issues
- Lack of control over job
- Not adequately compensated for jobs/underpaid
- Peaks and troughs in workflow
- Lack of worker involvement in decision making/consultation
- Lack of job security
- Other

Possible Solutions

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Contributory factors checklist *continued ...*

Section 3 – Work organisation

How work is arranged, delegated and carried out (e.g. hours of work, when breaks are taken, peaks/troughs in workload, changes in work tasks).

Contributory Factors

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| <input type="radio"/> Job involves piece work or other incentive scheme | <input type="radio"/> Job involves shift work or unsociable hours |
| <input type="radio"/> Too few staff to cope with busy periods, sickness or deadlines | <input type="radio"/> Staff not involved in the selection purchase or trialling of equipment |
| <input type="radio"/> Poor organisational communication | <input type="radio"/> Communication is compromised because people are separated by distance, protective equipment or their working environment |
| <input type="radio"/> Health and Safety is not a company priority | <input type="radio"/> Scheduled rest breaks are insufficient |
| <input type="radio"/> Handling requires two or more people | <input type="radio"/> Employees are untrained workers with low skill levels |
| <input type="radio"/> Other | |

Possible Solutions

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Section 4 – Workplace layout and awkward postures

The way the workplace is set up and the working positions people adopt (e.g. computer in corner, twisted posture).

Contributory Factors

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| <input type="radio"/> Large horizontal and vertical reaches | <input type="radio"/> Reaching above shoulder or below thigh |
| <input type="radio"/> Restricted space to work in which affects freedom of movement | <input type="radio"/> Work involves awkward twisted and/or restrained postures |
| <input type="radio"/> Other | <input type="radio"/> Design of tools, equipment/workstations |

Possible Solutions

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Section 5 – Task invariability

The amount a task changes over time (e.g. repetition of tasks or prolonged holding of positions).

Contributory Factors

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| <input type="radio"/> Repetitive movements with few or no breaks | <input type="radio"/> Uncontrolled or invariable pace of work |
| <input type="radio"/> Standing for a long time | <input type="radio"/> Sitting for a long time |
| <input type="radio"/> Holding for long periods | <input type="radio"/> Other |

Possible Solutions

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Contributory factors checklist *continued* ...

Section 6 – Load and forceful movements

The objects being handled and the forces being applied (e.g. pushing trolley, carrying items).

Contributory Factors

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| <input type="radio"/> Handling over long distance | <input type="radio"/> Unpredictable, fast or unexpected movements |
| <input type="radio"/> Handling in a seated position | <input type="radio"/> Heavy loads handled or large lifting/moving forces involved |
| <input type="radio"/> Bulky, unwieldy load | <input type="radio"/> Uneven weight distribution across load |
| <input type="radio"/> Load blocks vision | <input type="radio"/> Load is difficult to grip |
| <input type="radio"/> Handles available are not right size, position or shape | <input type="radio"/> Load is a person |
| <input type="radio"/> Load has sharp edges or points | <input type="radio"/> Load is an animal |
| <input type="radio"/> Other | |

Possible Solutions

Section 7 – Environmental issues

Where the work takes place and the conditions a person works in (e.g. cold, hot, dark, vibrating).

Contributory Factors

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| <input type="radio"/> Poor maintenance of tools, equipment, workstations | <input type="radio"/> Layout/awkward postures |
| <input type="radio"/> Mechanical aids used without training | <input type="radio"/> Personal protective equipment, special clothing or footwear makes task awkward |
| <input type="radio"/> Vibration | <input type="radio"/> Slippery, uneven, or cluttered floor |
| <input type="radio"/> Work area sloping and/or with steps | <input type="radio"/> Hot, humid, outdoors, windy, wet |
| <input type="radio"/> Poor air quality | <input type="radio"/> Noise |
| <input type="radio"/> Poor lighting | <input type="radio"/> Other |

Possible Solutions
