

Section Two (2): Human Factors

PART 2: TOTAL JOB SAFETY

UNIT 2: DECISION MAKING IN TASKS

Ref No.	Validation Material	Evaluation
2/2/01	<p>Assessment of perception of risk</p> <p>What action is taken to evaluate employee perception of risk.</p> <p>Notes:</p>	<p>Consider:</p> <ul style="list-style-type: none"> • Employees, including managers, may inaccurately estimate risks associated with tasks • Underestimation can lead to risks which are inadequately controlled • Overestimation may result in risk control measures which are not cost effective
2/2/02	<p>Accuracy of perception of risk</p> <p>What action is taken to ensure that employee perception of risk is accurate?</p> <p>Notes:</p>	<p>Consider:</p> <ul style="list-style-type: none"> • Employee perception of risk should match the actual level of risk associated with the task • Managers should be aware of hazards which may result if an employee overestimates or underestimates the level of risk involved • Managers should communicate accurate information on risks to employees via training, briefings, risk assessments, accident investigations and so on • Managers should also provide continuous feedback on appropriate safety behaviour
2/2/03	<p>Acceptance of responsibilities for actions</p> <p>What action is taken to ensure that employees accept personal responsibilities for their actions?</p> <p>Notes:</p>	<p>Consider:</p> <ul style="list-style-type: none"> • It is essential that all employees accept a primary responsibility to behave as safely as possible in order to avoid or prevent accidents • Responsibilities should be clearly outlined in writing and appropriate steps taken to ensure that the responsibilities are understood and accepted • An understanding of and acceptance of personal responsibilities should affect decisions which are made when carrying out tasks

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2/2/04	<p>Use of safe systems of work</p> <p>What action is taken to ensure that employees follow safe systems of work?</p> <p>Notes:</p>	<p>Consider:</p> <ul style="list-style-type: none"> • Safe systems of work should be written and employees trained and instructed in the use of the system • Routine and random checks should be carried out to assess the level of compliance with safe systems of work • Decisions made when carrying out a task should be limited to those which are within the boundaries set by the safe system of work
2/2/05	<p>Capabilities in decision making</p> <p>What action is taken to ensure that employees are capable of meeting the demands involved in carrying out tasks?</p> <p>Notes:</p>	<p>Consider:</p> <ul style="list-style-type: none"> • Procedures should be in place to identify employees who may be subject to stress, lack confidence in the effectiveness of risk control measures • display an unacceptable attitude to risks and risk taking • have received inadequate training • Employees who are not capable of meeting the demands of the task may face unacceptable risk or create such risks for others • Once identified, employees should receive assistance, for example, through training or counselling, to help them meet the demands of the job
2/2/06	<p>Encouragement to seek assistance</p> <p>Are employees encouraged to seek assistance when they cannot adopt a safe system of work, for example, during a perceived emergency?</p> <p>Notes:</p>	<p>Consider:</p> <ul style="list-style-type: none"> • There should be a system in place which actively encourages employees to seek assistance rather than proceed with an unsafe system of work • Employees should be instructed in the procedure to be used in the event of a problem with a safe system of work