

## Human Error and Culture Evaluation Checklist

**Location:** \_\_\_\_\_ **Task/Operation:** \_\_\_\_\_ **Reviewer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The following is intended to help employers identify potential for human error and evaluate the workplace culture. By answering the following questions, the user will identify subjects in need of improvement as well as those issues, which may lead to error.

Subject	Yes	No	N/A	Comments
<b>Visual Displays</b>				
1. Are all visual displays large enough to be easily and accurately perceived?				
2. Are movements and displays consistent with anticipated outcomes?				
3. Are visual displays organized and placed in a manner to minimize confusion and facilitate reading?				
4. Do reflections, glare and lighting make reading of visual displays difficult?				
<b>Audible Signals and Alarms</b>				
5. Are audible signals perceptible above ambient noise levels?				
6. Are audible signals distinctly different from one another and clearly discernable?				
7. Does frequent sounding of audible signals present an annoyance to nearby workers?				
8. Are visual, tactile or alternative methods installed for the hearing impaired?				
9. Does the sounding of audible signals				

present workers with adequate response time?				
10. Do workers have a clear understanding of the meanings of various signals and warnings?				
<b>Perceptions</b>				
11. Are written, verbal and other instructions and warnings understood by workers?				
12. Have workers been trained to identify workplace hazards?				
13. Are worker perceptions of hazards clear?				
<b>Codes and Standards</b>				
14. Are existing consensus, OSHA and other codes and standards available for designers?				
15. Are existing consensus, OSHA and other codes and standards used by designers?				
16. Is the codes and standards library kept current?				
17. Are sound engineering practices used in design of equipment, systems and processes?				
18. Are new designs submitted to qualified environmental, health and safety experts for functional and regulatory review?				
<b>Strength and Anthropometry</b>				

19. Are workers physically matched to the workspace and equipment required in performing tasks?				
20. Are workers required to routinely bend, twist, stretch or contort the body to perform a task or operate equipment?				
21. Is seating uncomfortable to workers due to seat height, width or design?				
<b>Controls</b>				
22. Are controls easily recognizable and uniquely distinguishable?				
23. Are controls easily reached and operated?				
24. Is shape coding used effectively and consistently for controls?				
25. Do employees occasionally make errors in selection or movement of controls?				
26. Is movement of control consistent with anticipated outcome?				
<b>Rules</b>				
27. Have policies, programs and procedures been developed and implemented?				
28. Do safety policies and procedures adequately address exposures?				
29. Are the policies, programs and procedures reviewed annually?				
30. Are safety rules enforced like other rules?				

<b>Training</b>				
31. Does top management participate in safety training?				
32. Are new and transferred employees trained?				
33. Have all worker training needs been identified through a training needs audit?				
34. Do employees receive all required training?				
35. Is there training on new equipment and processes?				
36. Is the training provided adequate?				
37. Do trainers use state-of-the-art methods?				
38. Is training quality evaluated?				
<b>Applicant Selection/Placement</b>				
39. Are applicant selection techniques adequate?				
40. Are applicant skills verified?				
<b>Accountability</b>				
41. Are employees at all levels held accountable for doing the job right, including safety performance?				
42. Are goals developed and employees, supervisors, and managers held accountable?				

<b>Employee Awareness, Acceptance and Participation</b>				
43. Are employees involved in the safety system?				
44. Are employees informed of audit findings and corrective actions taken?				
<b>Recognition of Human Error</b>				
45. Are audits geared to identify human error beyond unsafe acts and conditions?				
46. Are system human error audits conducted?				
47. Does the current root cause analysis system reveal errors in performance, design, procedures or administration?				