

Organizational Hazards Checklist

Position		Task	
Date		Completed By	

✓	Work Scheduling	Details/Comments
	Requires extended shifts	
	Regular or excessive overtime	
	Overtime is voluntary and un-monitored	
	On call assignments are scheduled in addition to regular shifts	
	Workers routinely work through breaks	
	Breaks not taken in lieu of shorter workday	
	Work more than 3 nights in a row	
	Sudden changes in workload or volume without mechanisms for dealing with the change	
	Physically and/or mentally demanding tasks are scheduled between 2-6AM	
	Worker complaints about shift schedule design	
✓	Work Pacing	Details/Comments
	Workers perceive need for additional resources in order to perform work to the required standard	
	Tasks require levels of physical work that workers find difficult to maintain (work through breaks or put in overtime)	
	Machines control work pace with no access to speed or stopping mechanisms by workers	
	Piece rate incentives, influencing workers to sacrifice recovery time	
	Quality control issues including mistakes, oversights and errors in judgement have increased	
	Worker complaints about work pace	

✓	Worker Practices & Training	Details/Comments
	Work practices do not follow written policies and procedures (workers taking shortcuts, etc.)	
	Work is complex and requires ongoing information and/or supervision to carry out duties	
	Work is designed in such a way that only certain employees can complete job requirements (based on gender, size, strength, etc.)	
	Insufficient training has been noted e.g. lack of knowledge; no biomechanical training	
	New process has recently been introduced with no training	
	Workers not adjusting to new process	
	Difficulty with completing tasks even after training	
	Workers not monitored or evaluated on training	
	Poor shift handover procedures	
	Worker complaints about training	
✓	Organizational Culture	Details/Comments
	Work is self-supervised (no supervision present)	
	Worker complaints about poor supervisory climate	
	Cooperative work efforts are required	
	Evidence of poor co-worker relationships	
	Frequent deadline pressures	
	High levels of critical decision making required by workers	
	Excessive psychological workload or responsibility	
	Lack of stimulus from work (undervalued)	