SEARCH 1 – TASK DESIGN & PROCEDURE

GUIDANCE: Break the task into steps and talk about how easy / difficult they are. Think about other activities going on at the same time.

ERROR TRAPS:

- ☐ **Interruptions or distractions**
- ☐ **Procedure time consuming / steps are too complex or difficult**
- ☐ **Communications are difficult**
- ☐ **Safety related information (hazards & controls) and warnings not clear in procedure**
- ☐ **Boring, unimportant or repetitive actions**
- ☐ ***What else may make using the procedure difficult?***

SEARCH 2 – PEOPLE & RESOURCES

GUIDANCE: Talk about how prepared people are for the task, if there is enough time and the right equipment.

ERROR TRAPS:

- ☐ **Not enough people to complete the job**
- ☐ **Not given enough time**
- ☐ **People lack the right experience or knowledge**
- ☐ **The right tools / equipment not available or working properly**
- ☐ ***What else may you need to complete the job successfully?***

SEARCH 3 – CHANGE

GUIDANCE: Consider what can change since the task was last done or how it may be different to other jobs you are used to. Also think about what can change during the job.

ERROR TRAPS:

- ☐ **New tool confused with previous version**
- ☐ **Task not as expected, e.g. valve opens to the left whereas all other valves open to the right**
- ☐ **Procedure inaccurate / out of date**
- ☐ **A new situation arises that requires improvising or trouble shooting**
- ☐ ***What else is making your job difficult?***

TASK CHECK

Similar to a Hazard Hunt, the objective of this Human Performance Check is to identify factors which cause people to make mistakes when they perform tasks in your workplace.

Pick a task or activity to discuss as a group. Ensure there is an operator or person who currently performs the task to talk about how the work is really performed.

Error Traps are the range of physical, psychological, social or organizational influences which affect Human Performance and how people carry out their activities.

SEARCH 4 – LOCATION, EQUIPMENT & INTERFACES

GUIDANCE: Talk about the environment in the task location and how easy the equipment is to use.

ERROR TRAPS:

- ☐ **Physical working environment difficult to work in (heat, noise, light etc.)**
- ☐ **System interface is difficult to understand**
- ☐ **Controls are easy to activate accidentally**
- ☐ **Controls similar to each other**
- ☐ **Signs and signals are unclear**
- ☐ **Operators cannot easily reverse their actions**
- ☐ ***What else makes using the systems difficult?***