

QUESTIONS

TO ASK YOURSELF BEFORE STARTING A TASK

There are many questions we need to ask ourselves and other individuals throughout the workday to accomplish our daily tasks. This is especially true when it comes to ensuring we are working safely individually and as a team.

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Workplace Questions to Ask

Prior to starting a work task, run through the checklists - whether it's an actual checklist or a mental checklist. There are often a set of questions that need answering to double-check that everything is in line prior to the beginning of the work task.

Some examples of questions that can be asked:

- Do I understand the work task?
- Do I understand the hazards associated with the work?
- What can injure me?
- Do I have the necessary training for the task?
- Is all associated paperwork completed?
- Do I have all the tools needed to do the job?
- Are the right personnel involved in the task?

Human Factor Questions

There are also human factor questions to ask yourself regarding your state of mind prior to starting a task. It is important to do a self-check to ensure you are able to complete your work to the best of your ability as safely as possible.

Some questions to ask yourself:

- Am I stressed?
- Is my focus on the work task?
- Is fatigue, medication, or illness affecting my work?

What to do with the Answers

Asking questions serves little purpose if you don't follow through with the information that results from them. For example, if you find a hazard that can cause an injury, you need to stop work and address the hazard before proceeding. When completing a self-check, if you find that your focus is not on the task then how can you fix it? Are you fit to work?

Follow through with the information that results from answering the QUESTIONS



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