

### COGNITIVE ERGONOMICS CHECKLIST

- Evaluate different allegations about cognitive ergonomics concerning your work and organization using scale: In order – Partially in order – Not in order
- Evaluate the honest present situation, there are no right or wrong answers. Choose only one option.
- Cognitive ergonomics checklist is based on the theme of cognitive ergonomics of Finnish Institute of Occupational Health and especially on the cognitive ergonomics interview and evaluation tool developed by Paajanen and Kalakoski (2017) (in Finnish).

In order  
 Partially in order  
 Not in order

<p><b>1. Visual and hearing ergonomics:</b> Are your sensory ergonomics in order, or is there some aspect of the working conditions that makes it difficult to see, hear or notice things?</p>
<p><b>2. Memory load:</b> Is your memory load reasonable, or do you need to pay attention to many things or have to rely on memory for many things?</p>
<p><b>3. Communication and instructions:</b> Is communication clear and are instructions, memos and other documents clear, non-contradictory and up-to-date?</p>
<p><b>4. Decision-making:</b> Do you have enough information and support for problem-solving and decision-making? Are operating instructions, process diagrams and checklists clear and actively in use?</p>
<p><b>5. Competence:</b> Do you have clear and concrete competence requirements, and are everyone's skills generally up to date?</p>
<p><b>6. Learning new things:</b> Do you have an appropriate amount of new things to learn? Has time been reserved for learning? Do you have a suitable amount of training and is it appropriate for the related tasks?</p>
<p><b>7. Distractions in the working environment:</b> Is your working environment disturbance-free, or is there distracting speech, sound or visual noise or moving objects?</p>
<p><b>8. Interruptions:</b> Can work be carried out undisturbed or are there continuous disruptions or unnecessary interruptions to the work?</p>
<p><b>9. Information overload and multitasking requirements:</b> Is information overload and multitasking being managed, or is there too much information or too many sources of information, or are you forced to constantly switch from one task to another?</p>
<p><b>10. Tools:</b> Are your tools and systems functional and appropriate, or are there many or frequent problems related to their use or functionality?</p>

Source (in Finnish):

Paajanen, T. & Kalakoski, V. 2017. Mitä työterveyslääkärin tulisi tietää kognitiivisesta ergonomiasta? Työterveyslääkäri 2017; 35(2): 16–21. Saatavissa <https://www.terveysportti.fi/apps/ltk/article/ttl01557>