

SAFETY FLASH 23-83: DISTRACTION

Distractions are all around us. Usually we can manage this well, but there is a danger that we are not alert to our actions or the environment. This in turn can have serious consequences for safety.

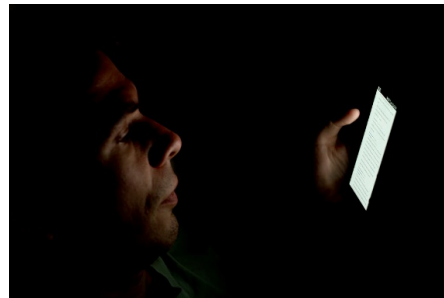
GOOD PRACTICE

- ✓ Use technology to aid in navigation and communication, but make sure it doesn't become a distraction. For example, put the phone on 'silent mode' in busy traffic areas.
- ✓ Delegate tasks where possible.
- ✓ Do not distract each other and speak to each other about this if it does happen.
- ✓ Take regular breaks. Rest regularly to refresh your mind.
- ✓ Keep the workspace clean and organized. Clutter can be a major source of distraction.
- ✓ Plan your trip (and other activities) in advance. This allows you to focus on the task at hand instead of worrying about the next step.



BAD PRACTICE

- ✗ Multitasking. Trying to run multiple tasks at the same time can lead to errors. Concentrate on one task at a time.
- ✗ Ignore fatigue. Ignoring signs of fatigue can lead to distractions and mistakes.
- ✗ Leave email notifications and popups on on the devices you use in the wheelhouse.
- ✗ Making (telephone) conversations while manoeuvring.
- ✗ Not eating and drinking on time.



ACTION QUESTIONS

- How can you better manage your time and tasks to avoid multitasking?
- How can you ensure that technology supports work and does not become a distraction?

