Time Management: Managing Multiple Tasks Safely Stats and Facts



FACTS

- **Task Switching Errors:** Frequently moving between tasks reduces concentration and increases the likelihood of mistakes, missed steps, and unsafe decisions.
- **Rushing Under Pressure:** Tight deadlines and excessive workloads encourage shortcuts that bypass safety procedures and increase injury risk.
- **Attention Overload:** Managing multiple responsibilities simultaneously can overwhelm working memory, causing workers to overlook hazards and warnings.
- **Interrupted Workflows:** Constant interruptions increase the chance of forgetting critical steps during equipment operation, inspections, or maintenance activities.
- **Fatigue Accumulation:** Mental strain from multitasking increases fatigue, reducing reaction time, judgment, and situational awareness.
- **Prioritization Failures:** Without clear task prioritization, workers may focus on urgent tasks while neglecting important safety-related activities.
- **Communication Breakdowns:** Juggling multiple assignments can result in missed instructions, incomplete handovers, and misunderstandings among team members.

STATS

- The National Institute for Occupational Safety and Health identifies workload pressure and mental fatigue as significant contributors to workplace errors and incidents.
- Research shows that frequent task switching can reduce productivity by up to 40%, while increasing error rates and mental fatigue (American Psychological Association workplace studies).
- The Centers for Disease Control and Prevention reports that fatigue-related performance impairment can resemble the effects of alcohol impairment on decision-making and reaction time.
- In Canada, nearly 1 in 4 workers report feeling overwhelmed by workload demands, according to the Statistics Canada.
- Studies of workplace incidents indicate that distraction and inattention are contributing factors in thousands of occupational injuries annually

across North America.