

Labour Productivity Checklist

Do you want to figure out why your business isn't generating as much of a profit as it should be? It might be a matter of taking a closer look at your employee labour productivity. You see, improving labour productivity is one of the simplest and most effective strategies to increase the gross profit (and bottom line) of your business. The bonus is, that once these ideas are implemented, your gross profit will consistently be higher than before. Use the checklist below to help you create an 'even better' business.

KEY NUMBERS

- 1 Labour Efficiency = Hours Billed/Hours Employed x 100
- 2 Gross Profit per X (Van, Project, Employee)
- 3 Errors, re-work or faults/call backs
- 4 On time/budget completion %

LEADERSHIP

- 5 You have a Vision and Core Values that guide your teams behaviour and productivity.
- 6 The team is educated on how your business generates and also loses profit.
- 7 Each employee understands how their role impacts the Net Profit, and how to improve it.
- 8 You take ownership of improving the team and their productivity. (a reflection of you)
- 9 Recognise and acknowledge productivity hero's, and address underperformance early.

COMMUNICATION

- 10 Weekly team meetings that involve the whole team to review, and plan out the week ahead.
- 11 Daily site meetings are held to review and plan the days workflow.
- 12 Project timelines and labour budgets are clear and communicated clearly to those involved.
- 13 All paperwork and admin (job reports, time sheets, etc.) is completed daily.

SCHEDULING/SITE MANAGEMENT

- 14 Jobs are scheduled or grouped together to reduce non-billable travel time.
- 15 Communication with other trades on site is regular and timely to avoid overlap and wait time.
- 16 Equipment is maintained effectively to reduce breakdowns.
- 17 Toolbox meetings are effective to address and monitor safety and reduce accidents.

LOGISTICS/MATERIALS

- 18 All materials are ordered well in advance for construction projects, with delivery confirmed.
- 19 Vans/trucks are stocked up weekly. Major equipment location is monitored.
- 20 Reactive and costly trips to suppliers are avoided with regular inventory checks.

PAYROLL

- 23 Overtime is monitored and limited to avoid fatigue, burnout and accidents/faults.
- 24 Annual leave is scheduled in advance to avoid reduced labour capacity in peak periods.

TECHNOLOGY

- 21 Software is utilised to reduce double handling of paper/admin and streamline processes.
- 22 Use of mobile phones for personal reasons is restricted to before/after work hours.

TRAINING

- 25 Training is conducted to improve essential skills, reduces simple errors and revise processes.