

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.

MEASUREMENT (YOU MEASURE THE FOLLOWING)

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

LEADERSHIP

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

COMMUNICATION

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

SCHEDULING/SITE MANAGEMENT

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

LOGISTICS/MATERIALS

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

PAYROLL

- | | | |
|----|--|-------------------------------------|
| 23 | Overtime is monitored and limited to avoid fatigue, burnout and accidents/faults. | <input checked="" type="checkbox"/> |
| 24 | Annual leave is scheduled in advance to avoid reduced labour capacity in peak periods. | <input checked="" type="checkbox"/> |

TECHNOLOGY

- | | | |
|----|---|-------------------------------------|
| 21 | Software is utilised to reduce double handling of paper/admin and streamline processes. | <input checked="" type="checkbox"/> |
| 22 | Use of mobile phones for personal reasons is restricted to before/after work hours. | <input checked="" type="checkbox"/> |

TRAINING

- | | | |
|----|--|-------------------------------------|
| 25 | Training is conducted to improve essential skills, reduces simple errors and revise processes. | <input checked="" type="checkbox"/> |
|----|--|-------------------------------------|

