

Mature Workers Matter Assessment

This assessment checklist will assist aged and community care service providers to identify the risks and challenges of their mature workforce. These focus areas form the basis for an age management plan and provide impetus for early interventions to reduce risk and support a positive and productive working environment.

- When completing online, the 'more info' column will be hyperlinked and click through to the appropriate [online resource](#).
- If you use Adobe X Reader, you can highlight your answers using the highlight text function, save and print.
- Alternatively, simply print out the form and tick the appropriate box. Keep the form on your screen to click through to the online resource.

		workforce			
1.	...monitor its workforce age profile?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> ?	<input type="checkbox"/> more info
2.	... have an age-balanced workforce eg equal distribution across age bands?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> ?	<input type="checkbox"/> more info
3.	...monitor the recovery rate from incidents for mature age workers?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> ?	<input type="checkbox"/> more info
4.	... discuss work and retirement intentions of its mature age workers?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> ?	<input type="checkbox"/> more info
5.	... assist mature age workers plan for the future?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> ?	<input type="checkbox"/> more info
6.	... provide phased retirement options for mature age workers?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> ?	<input type="checkbox"/> more info
7.	... have a consistent means of capturing "lessons learned" and "wisdom" from retiring age workers?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> ?	<input type="checkbox"/> more info
8.	... have processes in place to connect with and recruit from the growing pool of over 45s mature talent?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> ?	<input type="checkbox"/> more info



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work life balance and wellbeing					
9.	... promote health checks and programs for mature age workers?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> ?	<input type="checkbox"/> more info
10.	... encourage flexible work options eg part-time work and job sharing?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> ?	<input type="checkbox"/> more info
11.	... provide support and leave provisions for elder care responsibilities?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> ?	<input type="checkbox"/> more info
work task design					
12.	...allow mature age workers to self-pace their work at varying rates?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> ?	<input type="checkbox"/> more info
13.	...maximize the scope for mature age workers to make decisions about their work?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> ?	<input type="checkbox"/> more info
14.	...provide appropriate tools to reduce physical loads?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> ?	<input type="checkbox"/> more info
15.	...alter the workplace layout eg working heights and storage to reduce physical loads and improve posture?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> ?	<input type="checkbox"/> more info
16.	...ensure good visibility or legibility for all task related information eg lighting, font sizes?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> ?	<input type="checkbox"/> more info
17.	...set and review reasonable work rate standards and workloads by clearly defining performance quality standards for mature workers?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> ?	<input type="checkbox"/> more info



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job design and work organisation					
18.	...design jobs with a variety of different tasks to avoid monotony and highly repetitive work?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> ?	<input type="checkbox"/> more info
19.	...use best options for shift systems to minimize chronic fatigue and avoid mandatory night shifts?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> ?	<input type="checkbox"/> more info
20.	...allow mature age workers to vary the timing of rest breaks to match their own needs?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> ?	<input type="checkbox"/> more info
21.	...allow individuals time to adapt to new tasks by gradually increasing the time on a task?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> ?	<input type="checkbox"/> more info
physical work environment					
22.	...minimize noise levels to avoid degrading people's capacity to work effectively	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> ?	<input type="checkbox"/> more info
23.	...eliminate hazards that may cause slips, trips and falls	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> ?	<input type="checkbox"/> more info



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		performance capacities			
24.	...clearly define and communicate the easiest and most efficient methods for task performance?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> ?	<input type="checkbox"/> more info
25.	...familiarize all employees (particularly supervisors and managers) with basic information about age-related changes in work performance characteristics that may be relevant to their workplace?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> ?	<input type="checkbox"/> more info
26.	...ensure that training procedures cater for varying individual learning styles and needs?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> ?	<input type="checkbox"/> more info
27.	...provide opportunities for social interactions between co-workers?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> ?	<input type="checkbox"/> more info
28.	...support mentoring and skills transfer from older to younger workers eg job shadowing?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> ?	<input type="checkbox"/> more info
29.	...actively encourage personal and career development opportunities for mature workers?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> ?	<input type="checkbox"/> more info
30.	...ensure performance reviews are conducted regularly and provide development plans?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> ?	<input type="checkbox"/> more info