

# SHIFTWORK POLICY

## 1. INTRODUCTION

Charles Sturt Campus Services Limited has developed the following policy to create a safe and healthy workplace for workers, and others. Shiftwork can lead to stress or excessive fatigue due to the disturbances in the body's natural rhythms and may have an effect on safe work practises. This policy outlines the rules, responsibilities and procedures for Shiftwork.

## 2. SCOPE

This policy applies across the organisation of Charles Sturt Campus Services Limited and across all workplaces under this organisations control.

## 3. RULES

- Report incidents/ accidents, near misses and other hazards; and
- Notify the officer/supervisor if fatigue may affect work safety.

## 4. RESPONSIBILITIES

Managers and Supervisors must:

- Implement and review this policy;
- Monitor work conditions and work performance;
- Approve all rostered shifts;
- Approve all on call shifts;
- Approach a worker if their fatigue may affect work safety;
- Keep confidential records of injuries and 'near misses';
- Provide information to and train all workers about the potential health and safety impacts of fatigue at work; and
- Meet with workers to consult them on all issues of Work Health and Safety (WHS) in particular hazard identification and hazard control, safe work procedures and training.

Workers must:

- Comply with the rules of this policy;
- Participate in any training relating to this policy;
- Utilise breaks provided within and between shifts to rest and recuperate;
- Recognise signs of sleep deprivation and/or fatigue and the impact on themselves and others and report to their officer or supervisor the circumstances in which fatigue and lack of sleep are impacting on individual well being and workplace safety; and
- Report incidents/ accidents, near misses and other hazards to relevant officers.

## 5. SIGN OFF

Company Representative:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Martin Dooner Position: General Manager