

POLICY STATEMENT

It Is the policy of the company to ensure that the safety of our employees and of our clients is ensured by rostering employees to reasonable hours.

GLOSSARY OF TERMS

CROSS REFERENCES and other RESOURCE MATERIAL

[Working Time Regulations](#)
[Summary of Shift Work Studies](#)

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Introduction

The company maintains adherence to the Working Time Regulations to ensure safety to our employees as well as the clients whom we serve.

[Studies](#) have shown that extended shifts and shifts that run back-to-back have detrimental effects to both the worker and to patient care.

The Working Time Regulations state that:

- Workers cannot be forced to work more than 48 hours per week on average.
- Working time includes traveling where it is part of the job, working lunches and job-related training.
- The average weekly working time is normally calculated over a 17 week period.
- Workers can agree to work longer than the 48 hour limit. An agreement must be in writing and signed by the worker. It does not need to be renewed.
- Workers can cancel the opt-out agreement at any time, although must give 7 days notice.
- The working time limits do not apply if the worker can decide how long they work.

Our Commitment

In the interests of our employees and our clients we will attempt to work within the spirit of the Regulations to ensure that company employments does not conflict with employees regular work duties.

- The company will not roster employees on back to back shifts (ie. Only one shift per day);
- The company will not allow employees to do shifts of more than 12 hours (including traveling time) except in exceptional circumstances;
- The company will not allow employees to do their paid regular work shifts and then complete rostered company shifts without an adequate rest break of at least 8 hours;
- The company will not allow employees to do a rostered company shift immediately before a regular work shift.

Any employee found to be deliberately breaching these guidelines may face disciplinary action