# **Workplace Fatigue - SAFE WORK procedure**

**PURPOSE**

The purpose of this procedure is to ensure sufficient measures are taken to reduce instances of worker fatigue. Fatigue reduces a person’s ability to work safely and efficiently. As a result, fatigue increases the risk of injuries and other incidents.

**SCOPE**

This procedure covers various ways to manage fatigue in the workplace.

**APPLICABILITY**

These procedures apply to any personnel who may experience fatigue due to working long hours (12+ hours), night shift, on-call, over weekends.

**PREREQUISITES**

You must be familiar with the risks associated with fatigue and strategies for preventing workplace fatigue.

**REFERENCE SOURCES:**

* WorkSafeBC OH&S Regulation
	+ Part 4 – General Conditions
	+ Part 8 – Personal Protective Clothing and Equipment
* BC Workers’ Compensation Act Part 3, Division 3 Sections 115 through 119 – General duties
* Workplace fatigue risk assessment

**PPE REQUIRED:**

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| * Job-specific PPE
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**TOOLS AND EQUIPMENT REQUIRED:**

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| * Job-specific tools & equipment
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| **Work Procedure** |
| **Responsibility** | **Activity** |
| **Employer & worker** | * Workplace health and safety is a shared responsibility, as per provincial health and safety regulations.
* ***Employer responsibility:*** It’s the employer’s responsibility to ensure the health and safety of all workers [WCA Part 3, Division 3 Section 115]
* ***Worker responsibility:*** Every worker must ensure that the worker’s ability to work without risk to his or her health or safety, or to the health and safety of any other person, is not impaired by alcohol, drugs or other causes [WCA Part 3, Division 3 Section 116]
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| **Worker** | * If there is a physical or mental impairment that may affect your ability to safely perform your assigned work, ***inform your immediate supervisor***. The worker must also not knowingly do work that may create an undue hazard to the worker or anyone else (4.19 WorkSafeBC Occupational Health and Safety Regulation).
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| **Supervisor** | * Workers must not be assigned to activities where a reported or observed impairment may create an undue risk to the worker or anyone else.
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| **Employer, supervisor and worker** | * Be alert to changes in worker/supervisor that may be indicative of fatigue. Consider using some of the following strategies to reduce instances of fatigue:
	+ Introduce job rotation to limit build-up of mental and physical fatigue.
	+ Reduce the amount of time spent performing physically and mentally demanding tasks.
	+ Schedule safety-critical work outside low body clock periods (ex. not between 2am and 6am).
	+ Manage work load and pace.
	+ Provide adequate breaks between shifts to allow workers time needed for travelling, eating, sleeping and socializing.
	+ Limit shift length to 12 hours, including overtime.
	+ If a split shift is necessary, ensure enough time be given to allow for sleep – workers must not be disturbed during sleep time.
	+ Ensure there are adequate resources on the job without placing excessive demands on staff.
	+ Ensure work demands gradually increase towards the middle of the shift and decrease toward the end.
* Special considerations should be given for night shift work, such as:
	+ Perform night work only if it’s necessary – non-essential work should not be carried out at night.
	+ Give adequate rest between each night worked. Do not disturb workers during their rest period between shifts.
	+ Keep sequential night shifts to a minimum (ex. no more than 4 in a row).
	+ Provide adequate period of non-work (rest and acclimatization to day shift) following a sequence of night shifts.
	+ Except for emergencies, give at least 24 hours of notice before night work. Consider providing a longer period of notice so workers have adequate time to adjust activities.
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| **Supervisor, worker** | * Report any near misses and incidents as per incident reporting policy.
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| **Written by:** |  | **Title:** |  | **Dept.** |  |