



Policy

Saskatoon & Area - Occupational Health & Safety

Number: 53-025

Title: Physical Hazard: Shift Work

Saskatchewan Employment Act:

OHS Regulation: 6-19

Date: January 1, 2017

Date Revised/Reaffirmed: December 30, 2021

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Purpose

To provide education and support for workers in dealing with the challenges and stresses associated with shift work

Definition

- **“Shift work”** is defined as working at times and days outside the normal work week. The normal work week is considered to be 0700 hrs to 1800 hrs, Monday to Friday. Shift work includes: evenings and/or night shifts, split shifts, rotating shifts, irregular shifts or on call shifts.

Roles and Responsibilities

Employer must ensure:

- Workers are informed of the nature and extent of the risks when performing shift work
- Workers have access to the Employee and Family Assistance Program (EFAP)

Manager/Supervisor must ensure:

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- Workers are educated on how to recognize the symptoms of poor health related to shift work and minimize the effect of shift work by proper nutritional requirements
- That all work and work place design is organized so that the risks associated with shift work is minimized

Worker must ensure:

- They are trained in and follow the safe work procedures
- They are trained in and use any PPE required (selection, use, care and handling)
- They report to their supervisor and the Safety Alert System/Incident Report Line any incidents or near misses that are a result of working shift work

Orientation & Training

- WAVE E-Learning
- Healthy Workplace Training at Orientation

Non-Compliance/Breach:

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:

January 1, 2017

May 28, 2018

December 30, 2021