

Code of practice: Working hours

Risk management guidelines

This is a tool for use in considering potential occupational safety and health hazard factors and risks from workplace/industry working hours arrangement.

To start considering hazards and risks at your workplace/industry, follow the three steps:

Step 1. Hazard identification

Identify potential hazard factors at the workplace/industry, such as those listed in the column below. Consider hazard factors in the context of specific workplace/industry circumstances.

Step 2. Risk assessment

To assist in carrying out a risk assessment, general level of risk for each hazard factor is indicated along arrow guides. Determine workplace/industry details and assess level of risk for the hazard factors identified in Step 1, using the General risk indicator. In assessing risk: 1) consider interaction between hazard factors that could influence level of risk; and 2) as level of risk for each hazard factor is only indicative, take into account specific workplace/industry circumstances that may influence it.

Medium/higher risk – when, after full consideration, risk is assessed for a particular hazard factor as medium/higher risk, implement control measures, such as those suggested in Section 2.5.1 of the *Code of practice: Working hours*. Note: interaction between the hazard factors may influence the overall level of risk and the measures implemented.

Step 3. Risk control

Where a hazard factor is assessed as being above low/medium risk, consider implementing control measures, such as those outlined in Section 2.5.1 of the *Code of practice: Working hours*.

Hazard factors

1. Working hours arrangements

1.1 Hours

1.1.1 Average weekly hours (other than FIFO)

Lower risk

35-40 hours

48 hours

56 hours

Higher risk

1.1.2 Total hours over a three-month period (other than FIFO)

624 hours

1.1.3 Daily work hours

9 hours

12 hours

1.1.4 Daily work hours and work-related travel

10 hours

13 hours

1.1.5 Scheduling of work

Regular and predictable hours

Irregular and unpredictable hours.
Short notice of schedule.
Extended overtime.
On call across shift cycle.

Consider control measures – see those suggested for working hours in Section 2.5.1 of the *Code of practice: Working hours*.

General risk indicator for hazard factors

1.2 Shiftwork, including fly in/fly out (FIFO)

1.2.1	Length of shift (other than FIFO)	10 hours	12 hours	
1.2.2	Time of shift	Day shifts	Afternoon shifts	Night shifts
1.2.3	Speed and direction of shift	Forward rotation (morning/afternoon/night)		Backward rotation (night/evening/morning). Slower rotation (eg weekly rotation/3-4 weekly rotation).
1.2.4	Split shifts	13 hour period		
1.2.5	FIFO – total hours over a three month period	728 hour period		
1.2.6	FIFO – sequential night shifts	7 x 12 hour shifts 7 x 8 hour shifts 6 x 10 hour shifts 6 x 12 hour shifts		
1.2.7	FIFO – period of non-work following a sequence of night shifts	48 hours	24 hour minimum	
1.2.8	FIFO – return from rest and recreation to FIFO operations	Adequate sleep prior to first shift		Extended travel prior to shift start

Consider control measures – see those suggested for shift work in Section 2.5.1 of the *Code of practice: Working hours*.

1.3 Night Work

1.3.1	Shift end (for those working eight hours or more between 10.00pm and 6.00am)	After 10.00am Before 6.00am		
1.3.2	Length of shift	8 hours	10 hours	12 hours
1.3.3	Sequential night shifts (other than FIFO)	6 or more 8 hour shifts 5 or more 10 hour shifts 4 or more 12 hour shifts		
1.3.4	Period of non-work following a sequence of night shifts (other than FIFO)	48 hours	Less than 48 hours	

Consider control measures – see those suggested for night work in Section 2.5.1 of the *Code of practice: Working hours*.

<p>1.4 Breaks during work – frequency</p>	<p>Adequate and regular breaks</p>	<p>Infrequent or no breaks</p>	<p>Consider control measures – see those suggested for breaks between work period suggested in Section 2.5.1 of the <i>Code of practice: Working hours</i>.</p>
<p>1.5 Breaks between work periods – recovery time</p>	<p>Adequate time for sleep, travel and meals etc</p>	<p>Inadequate time for sleep, travel and meals etc</p>	
<p>1.6 Seasonal work arrangements – hours worked</p>	<p>Regular hours over 12 months</p>	<p>Long hours during peak season</p>	
<p>2. Demands of the work tasks</p>			<p>Consider control measures – see those suggested for breaks during work period and work task demands in Section 2.5.1 of the <i>Code of practice: Working hours</i>.</p>
<p>2.1 Repetitive work (physical and/or mental)</p>	<p>Varying task demands</p>	<p>Highly repetitive work and/or high concentration work, with high demands over an extended period of time</p>	
<p>2.2 Physically demanding work</p>	<p>Minimal physically demanding work</p>	<p>Highly physically demanding work that results in muscle fatigue</p>	
<p>2.3 High concentration and/or mentally demanding work</p>	<p>Minimal periods of high concentration and/or mentally demanding work</p>	<p>Long periods of high concentration and/or mentally demanding work</p>	
<p>3. Fatigue critical tasks where there are potentially increased risks of incidents, injury or harm should employees become fatigued</p>	<p>Non-fatigued employees operating plant and/or making critical decisions</p>	<p>Fatigued employees operating certain plant and/or making critical decisions</p>	<p>Consider control measures – see those suggested for fatigue critical tasks in Section 2.5.1 of the <i>Code of practice: Working hours</i>.</p>
<p>4. Extended exposure to hazards</p>			<p>Consider control measures – see those suggested for exposure to hazards in Section 2.5.1 of the <i>Code of practice: Working hours</i>.</p>
<p>4.1 Exposure to hazardous substances and atmospheric contaminants</p>	<p>For hazardous substances, low risk calculated using national exposure standard¹</p>	<p>For hazardous substances, high risk calculated using national exposure standard</p>	
<p>4.2 Exposure to noise</p>	<p>Low risk calculated according to formulae in AS/NZS 1269.1²</p>	<p>High risk calculated according to formulae in AS/NZS 1269.1²</p>	
<p>4.3 Exposure to extreme temperatures</p>	<p>Minimal exposure</p>	<p>Long period of exposure</p>	
<p>4.4 Exposure to vibration</p>	<p>Minimal exposure</p>	<p>Long period of exposure</p>	

<p>5. Information and training</p> <p>5.1 Provision of information on fatigue management and health and lifestyle factors</p> <p>5.2 Provision of training on fatigue management and health and lifestyle factors</p> <p>5.3 Training on job skills</p>	<p>Adequate information is provided</p> <p>No information is provided</p> <p>Adequate training is provided</p> <p>No training provided</p> <p>Adequate training for job demands</p> <p>Inadequate training for job demands</p>	<p>Consider control measures – see types of training suggested in Section 2.5.1 of the <i>Code of practice: Working hours</i>.</p>
<p>6. Supervision</p> <p>6.1 Adequacy of supervision</p>	<p>Adequate supervision</p> <p>In some instances, working alone (refer to <i>Guidance note: Working alone</i>)</p>	<p>Consider control measures – see those suggested for supervision in Section 2.5.1 of the <i>Code of practice: Working hours</i>.</p>
<p>7. Individual and lifestyle factors</p> <p>7.1 Individual factors</p> <p>7.1.1 Sleep (amount and quality)</p> <p>7.1.2 Health</p> <p>7.1.3 Fitness for work</p> <p>7.2 Lifestyle factors</p>	<p>Night sleep</p> <p>8 hours night sleep (in 24hrs)</p> <p>6 hours night sleep (in 24hrs)</p> <p>Day sleep</p> <p>Poor diet. Recent illness/injury. Sleep disorders.</p> <p>Influence of alcohol, drugs or amount of sleep</p> <p>Activities/responsibilities that limit amount of sleep eg second job or long commuting distance</p>	<p>Consider control measures – see those suggested for individual and lifestyle factors in Section 2.5.1 of the <i>Code of practice: Working hours</i>.</p>
<p>¹ To access exposure standards, see the internet database, Hazardous Substances Information System, available at www.ascc.gov.au</p> <p>² Risk should be calculated according to formulae in Australian/New Zealand Standard AS/NZS 1269.1 <i>Occupational noise management – measure and assessment</i>, published by Standards Australia (www.sai-global.com).</p>		

These guidelines are an excerpt from the Commission for Occupational Safety and Health's *Code of practice: Working hours* (2006) and should be used in conjunction with the code.



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