

# QSCU OHS&R MANAGEMENT SYSTEM

## PROCEDURE 39 – Hours of Work

### 1. PURPOSE

This procedure defines the requirements necessary to minimise the risk of health effects and injuries which can be associated with shift work and or extended hours at work which are endorsed by the company.

### 2. MANDATORY REQUIREMENTS

1. A system of work shall be established to ensure that:
  - regular scheduled work periods are limited to 12 hours and no work period exceeds 16 consecutive hours;
  - at least 10 hours elapse between successive work periods and, whenever practicable, at least one rest day is taken in every seven day period.
2. Health and safety risks shall be assessed and risk management plans established in consultation with employees where any of the following apply:
  - scheduled work periods of 12 hours are required;
  - six or more successive work periods of greater than 8 hours are required;
  - hours of work required in any seven day period exceed 60 hours; or
  - any of the above apply and an employee is expected to operate high risk equipment/plant as part of their scheduled work i.e. forklift truck, motor vehicle, dangerous tools etc.
3. The risk management plan shall be in consultation with relevant employees or employee representatives i.e. (OHS&R Focus Group) documented and signed off by the relevant manager who shall regularly review compliance.
4. Health assessments to detect relevant medical conditions shall be conducted prior to appointment or transfer of employees to regular scheduled shift positions or positions regularly requiring extended working hours.
5. OHS&R training records shall be retained indefinitely.
6. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

### 3. RESPONSIBILITIES

#### Responsible Manager

Ensure compliance with the requirements of this procedure.

### 4. REFERENCE DOCUMENTATION

#### A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION