

# 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.

#### General risk indicator for hazard factors

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

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

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

<b>1.3.1</b>	Shift end (for those working eight hours or more between 10.00pm and 6.00am)	After 10.00pm Before 6.00am		
<b>1.3.2</b>	Length of shift	8 hours	10 hours	12 hours
<b>1.3.3</b>	Sequential night shifts (other than FIFO)	6 or more 8 hour shifts 5 or more 10 hour shifts 4 or more 12 hour shifts		
<b>1.3.4</b>	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><b>1.4 Breaks during work – frequency</b></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><b>1.5 Breaks between work periods – recovery time</b></p>	<p>Adequate time for sleep, travel and meals etc</p>	<p>Inadequate time for sleep, travel and meals etc</p>	
<p><b>1.6 Seasonal work arrangements – hours worked</b></p>	<p>Regular hours over 12 months</p>	<p>Long hours during peak season</p>	
<p><b>2. Demands of the work tasks</b></p> <p><b>2.1 Repetitive work (physical and/or mental)</b></p> <p><b>2.2 Physically demanding work</b></p> <p><b>2.3 High concentration and/or mentally demanding work</b></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>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>Minimal physically demanding work</p>	<p>Highly physically demanding work that results in muscle fatigue</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><b>3. Fatigue critical tasks where there are potentially increased risks</b> 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><b>4. Extended exposure to hazards</b></p> <p><b>4.1 Exposure to hazardous substances and atmospheric contaminants</b></p> <p><b>4.2 Exposure to noise</b></p> <p><b>4.3 Exposure to extreme temperatures</b></p> <p><b>4.4 Exposure to vibration</b></p>	<p>For hazardous substances, low risk calculated using national exposure standard<sup>1</sup></p>	<p>For hazardous substances, high risk calculated using national exposure standard</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>Low risk calculated according to formulae in AS/NZS 1269.1<sup>2</sup></p>	<p>High risk calculated according to formulae in AS/NZS 1269.1<sup>2</sup></p>		
<p>Minimal exposure</p>	<p>Long period of exposure</p>		
<p>Minimal exposure</p>	<p>Long period of exposure</p>		

<p><b>5. Information and training</b></p> <p><b>5.1 Provision of information</b> on fatigue management and health and lifestyle factors</p> <p><b>5.2 Provision of training</b> on fatigue management and health and lifestyle factors</p> <p><b>5.3 Training on job skills</b></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><b>6. Supervision</b></p> <p><b>6.1 Adequacy of supervision</b></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><b>7. Individual and lifestyle factors</b></p> <p><b>7.1 Individual factors</b></p> <p><b>7.1.1 Sleep</b> (amount and quality)</p> <p><b>7.1.2 Health</b></p> <p><b>7.1.3 Fitness for work</b></p> <p><b>7.2 Lifestyle factors</b></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><sup>1</sup> To access exposure standards, see the internet database, Hazardous Substances Information System, available at <a href="http://www.ascc.gov.au">www.ascc.gov.au</a></p> <p><sup>2</sup> 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 (<a href="http://www.sai-global.com">www.sai-global.com</a>).</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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