NSW GOVERNMENT | Education

TEMPLATE

Working overtime or extended hours

Health and Safety Directorate

WHS & IR legislative requirements

- Overtime and extended working hours should be managed consistent with the relevant provisions of awards and other industrial instruments covering staff conditions of employment
- Risks are identified, assessed, eliminated or controlled, in consultation with employees and others undertaking work
- Employees and others undertaking work are consulted about the arrangements for additional hours of work
- Control measures are documented, monitored and reviewed to ensure effectiveness
- Relevant information, instruction and training is provided
- Procedures are in place to ensure that staff consistently involved in working overtime or extended hours are monitored

Recommended practices	
☐	Work systems and procedures are in place and clearly communicated e.g. safe work practices, staff supervision and rest breaks
☐	Safety systems associated with the work environment are established and communicated including arrangements for lighting, air conditioning, lift access, exits, first aid and emergencies
☐	Security considerations have been taken into account to ensure the work premises remains safe, secure and well-lit during periods of overtime
☐	Special needs of staff such as those that may be associated with age, pregnancy, recent illness, lack of training or recent extended absence from work are considered
☐	Personal health of staff such as a medical condition or the need for staff to administer medication are considered
☐	Travel arrangements including whether employees and others undertaking work are using public transport, using private vehicles and issues of fatigue are considered
☐	Systems are in place to ensure regular communication with employees and other undertaking work to discuss workload and possible needs to alter the arrangements
☐	Employees should not be working alone but where unavoidable, ensure systems are in place to minimise risks such as regular communication between the staff member and supervisor
☐	Establish a system for employees and others undertaking work to communicate after hours in the event of an emergency including telephone access and the provision of emergency contact names
☐	Consider what activities or machines are appropriate for afterhours work. Higher risk activities may require more supervision or greater operator alertness than can be ensured during overtime or extended hours and should be restricted
☐	Regularly monitor and review long term effects of working overtime and extended hours in consultation with employees and others undertaking work e.g. check for indicators such as fatigue, reduced alertness, accidents or incidents and work error
☐	Review the system of work to reduce the hours of overtime as much as possible