HOURS OF WORK

General Statement
The University acknowledges that excessive working hours can lead to ill health and increased risk of accidents and will therefore do all that is reasonably practicable to ensure that tasks and operations can be carried out without unreasonable demands being made on the time of the employee. The person with responsibility for implementing the provisions of this policy is ______________________________ .

Arrangement for Securing the Health and Safety of Workers
This will require the University to assess the level of risk and to plan work and provide sufficient resources. Where there are statutory requirements for limits on working hours, eg driving goods vehicles, the University will ensure that records are kept and regularly inspected. Similarly, it is the duty of all employees involved in these activities not to exceed the permitted hours of work.

Procedures for Dealing with Health and Safety Issues
Should employees feel that their health or welfare is put at risk by the hours they are expected to work, they should report to their immediate supervisor or the head of the responsibility centre. If the matter is not resolved it should be referred to the Personnel Department. The University will liaise with employees and any trade union representatives to ensure that adequate discussion takes place.

Safe System of Work
The risks to the health and physical welfare of employees can be affected by excessive working hours which lead either to greater exposure to a hazard or to fatigue which can increase the risk of an accident occurring. The effects can be minimised by taking the following precautions.
1. Plan the task to allow sufficient time to permit completion within normal working hours. This should make allowance for unexpected problems which may arise.
2. Provide sufficient resources, in particular, numbers of employees, to ensure that the task can be completed within reasonable time limits.
3. Ensure that, where statutory requirements regarding hours of work exist, these are taken as an absolute maximum.
4. Where goods vehicles are involved, ensure that the tachograph charts or log books are checked by a responsible person.
5. Where vehicles do not exceed 3.5 tonnes gross plated weight, internal log books should be provided and checked.

Summary Policy Statement
To minimise the effects of prolonged exposure or fatigue, the following basic precautions should be followed:
1. plan the task(s) thoroughly, allowing sufficient resources
2. keep records of working hours
3. ensure that the records are regularly reviewed
4. ensure that adequate discussion takes place with the employees and trade unions.