

How Effectively are you Managing 'Round the Clock?

Schedules

	Design: Direction of rotation, Length of shift, shift start and end times, Cycle	
	Best balance of organizational and employee needs	
	Reflect employee demographics and personal needs	
	Reflect employee chronobiological needs	
	Reflect employee input	

Human Resource Practices

	Salaries and benefits	
	Schedules available in advance	
	Flex scheduling	
	Allow shift trading	
	Team building activities	
	Manage shift work sleep disordered employees	
	Assess health and shift work effects bi-annually	
	Assess adaptability of potential employees	
	Assist with child care arrangements	
	Off-site educational opportunities consistent with shift work schedules	
	Plan family days	
	Fatigue management policies	
	Napping policies	

Education

	for employees, families, managers and negotiators	
	fatigue-busting strategies	
	self-care strategies	

Operational Policies

	Food services	
	Access to management staff	
	Support services available on all shifts	
	Meeting and training times	
	Internal communication	
	Availability of health services	

	Cross train	
	Sufficient staff	
	Minimize overtime	
	Alternative transportation	
	Napping facilities	

Work Conditions

	Interaction with others	
	Sufficient lighting	
	Mental stimulation	
	Repetitive action/inaction	
	Excessive heat, noise, dust or chemical exposure	
	Sedentary	
	Frequent breaks	
	Ergonomic and anti-fatigue design	

Risk Management

	Focus on impairment	
	Monitor alertness	
	Education on driving and alertness strategies	
	Provide alternate transportation or napping facilities	
	Minimize overtime	
	Have best-practice schedules	