

# *High-Performing 24/7 Shiftwork*

## Workplace Assessment

© Carolyn Schur, Shiftwork, Sleep & Fatigue Strategist

[www.alertatwork.com](http://www.alertatwork.com)

1-306.975-1114

Consider these factors to determine if your workplace is High-Performing.

### 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	

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## **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 training	
Sufficient staff	
Overtime minimized	
Alternative transportation available	
Napping policy and facilities	

## **Work Conditions**

Interaction with others	
Sufficient lighting	
Mental stimulation	
Repetitive action/inaction	
Excessive heat, noise, dust or chemical exposure	
Sedentary work	
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	

Is your organization *High-Performing*? What factors are a priority for improvement? What actions can be taken to make your organization High-Performing easily and inexpensively?