

# Villa Cathay Care Home

## POLICY AND PROCEDURE MANUAL

Section: Personnel	Subject : Anti-Fatigue and Maximum Hours of Work
Subject number: PER 003	
Effective Date: April, 2015	Approved by: Administrator
Revised Date: November, 2016, August 2020	Page: 1 of 3
Review Date: August 2020	Reference: VCH Consecutive Shifts (Fatigue)

### 1.0 POLICY

Villa Cathay Care Home values care quality and staff safety and promotes sufficient rest and work-life balance. Staff fatigue associated with working excessive consecutive shifts without sufficient rest could negatively impact staff and resident safety. This policy is intended to reduce the level of staff fatigue and to prevent over exertion. The policy outlines the maximum consecutive shifts an employee is permitted to work in Villa Cathay Care Home and the organizational and individual responsibilities for reducing staff fatigue.

However, during disasters, emergencies or other exceptional circumstances, this policy may be waived with the approval of the Administrator or delegate.

### 2.0 PURPOSE

To ensure the quality care, resident and staff safety

### 3.0 SCOPE

This policy applies to all Villa Cathay Care Home staff, including both excluded and unionized employees.

### 4.0 PROCEDURES

4.1 Villa Cathay Care Home will enforce this policy by the implementing the following practices to limit the impact of staff fatigue on both resident and staff safety. These practices are applicable to all hours worked including **regular work hour, overtime work, and shift exchange**.

4.1.1 An employee will not work more than 7 consecutive days

4.1.2 An employee will not work more than 16 hours in a 24 hour period

4.1.3 An employee will not work more than 3 overtime shifts in any two week period and not more than 2 overtime shifts in a week.

# **Villa Cathay Care Home**

## **POLICY AND PROCEDURE MANUAL**

- 4.1.4 Hours worked in any department within Villa Cathay Care Home are included in the calculation of work hours.
- 4.1.5 An employee with a regular full-time status is not permitted to register as casual at the same time. This is to ensure that the employee will have sufficient number of day off annually.
- 4.2 Shift exchanges are also governed by this policy and should not be approved if it results in a schedule that would exceed the limits listed above.
- 4.3 When arranging master schedule, to allow for adaptation of circadian rhythm and to provide adequate rest and recuperation between shifts, Villa Cathay will make every reasonable effort to make the following arrangement:
  - 4.3.1 the shift rotations should be forward rotation (days, evenings, nights). For example, if a block consists of different shifts, the sequence should be day followed by evening or night; evening followed by night, and not the other way around. If not possible, arrange 12 hours off between two consecutive shifts to provide sufficient rest period unless contraindicated with a specific collective agreement.
  - 4.3.2 Minimize the number of changes of start and end time

### **5.0 ACCOUNTABILITY**

- 5.1 Managers' responsibilities include:
  - 5.1.1 Facilitate healthy work schedule that maintain safe staffing for quality care by embedding adequate rest and recuperation between scheduled shifts.
  - 5.1.2 Recognize the rights and obligations of staff to decline an assignment if impaired by fatigue.
  - 5.1.3 Collaborate with staff of own department to establish shift duration and rotation that meet the Collective Agreement provisions.
  - 5.1.4 Deny request for shift exchanges that would exceed the maximum consecutive shift limits described in this policy.
- 5.2 Staff's responsibilities include:
  - 5.2.1 Arrive at work adequately rested and prepared for duty.
  - 5.2.2 Recognize personal limits and decline requests to do overtime if fatigued.
  - 5.2.3 Plan mitigation strategies to prevent fatigue including a personal commitment to work-life balance and healthy nutrition and regular exercise.

# **Villa Cathay Care Home**

## **POLICY AND PROCEDURE MANUAL**

- 5.2.4 Review their work schedule and not submitting request for shift exchanges that would result in their schedule exceeding the maximum consecutive shifts.