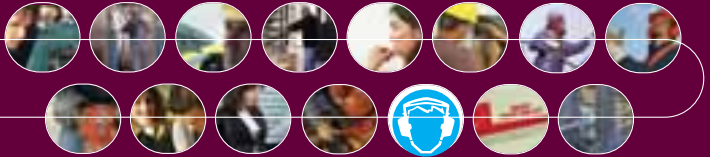


**Safety Toolkit and Short Guide to General Application Regulations 2007
Night Work and Shift Work Section**



**Night Work and
Shift Work**

Introduction



Safety Toolkit

The objective of the Toolkit is to provide guidance on the prevention of accidents or ill health at work and to provide a practical tool towards a safer workplace. It covers requirements of the Safety, Health and Welfare at Work (General Application) Regulations, 2007 as amended and is aimed specifically at small and micro businesses. It is not intended as a legal interpretation of the legislation. Legal advice should be sought where required.

Checklists provided are non-exhaustive and in no particular order

How do I use the Toolkit?

The Toolkit is intended to assist you to monitor and improve standards of safety, health and welfare. It will assist you towards complying with the law.

1. Use the checklists to monitor how you're doing.
2. Make any required improvements.
3. If necessary, investigate further to find out what you need to do and set a timescale for achieving it.
4. Use the Action Date column to show when action taken.

Checklists provided are non-exhaustive and in no particular order.

At the end of each point in the check list reference is made to the corresponding part of the Regulations, for example (r51) indicates Regulation 51.

Where can I get further advice?

The Health and Safety Authority's website www.hsa.ie contains a large amount of additional information. Most of the information on the website can be accessed free-of-charge. The website has detailed guides on each section of these Regulations. Each guide contains advice on where to find further information.

The Health and Safety Authority's Workplace Contact Unit (WCU) is a helpdesk resource for employers, employees and the public. You can contact the WCU through

▲ Locall: 1890 289 389 (Monday to Friday, 9am to 5pm)

▲ Fax: 01 614 7125

▲ Email: wcu@hsa.ie

▲ Write to: Workplace Contact Unit, Health and Safety Authority,
Metropolitan Building, James Joyce Street, Dublin 1



Night Work and Shift Work

Night workers are employees who normally work at least 3 hours between midnight and 7.a.m. the following day for at least 50% of their annual working time.

What does this section deal with?

This section deals with the specific requirements which apply when employees are employed on night work. An employer must carry out a risk assessment to determine whether night work involves special hazards or a heavy physical or mental strain. The employer must ensure protection from and prevention of risks to a night worker or shift worker.

Before an employee starts night work and at regular intervals, the employer must offer an assessment of the adverse effects of night working on his or her health. This assessment must be free of charge.

A registered medical practitioner, or their nominee, will assess whether night work is having, or may have, a negative impact on health. They will inform the employer and employee whether or not the employee is fit or unfit to perform night work.

Where the employee is unfit for night work because of working conditions, the person who carried out the assessment may suggest changes which would result in him or her being fit for the work.

If a night worker becomes unwell for reasons connected with night work, the employer must reassign to other duties whenever this is possible.

Does this section apply to all night work and shift work?

This section does not apply to

- ▲ Those not covered by the rest and maximum working time rules of the Organisation of Working Time Act 1997
- ▲ A member of the Defence Forces, the Garda Síochána, some transport employees
- ▲ Those who control their own working hours
- ▲ A family employee working on a farm or in a private house

Some Important Points

- ▲ Health assessment must be offered to night workers
- ▲ Day work must be offered in case of illness due to night work



Night Work and Shift Work Checklist

Interpretation

See Reg 153 for definitions of 1997 Act, night work, shift work and shift worker (*r153*)

Requirement

Yes

No

N/A

Action
Date

Risk assessment, taking account of specific effects and hazards of night work, and the work to determine whether special hazards or a heavy physical or mental strain (*r155*)

Take steps appropriate for protection of a night worker or shift worker (*r156*)

Before employing a night worker, and at regular intervals during period that person is a night worker, make available free assessment by a registered medical practitioner in relation to adverse effects of night work (*r157*)

May take into account entitlement to assessment that is provided by State and facilitate night worker's attendance (*r157*)

Person who performs assessment shall

▲ endeavour to detect if the health adversely affected by night work (*r157*) and

Inform the employer and employee on completion of assessment (*r157*)

▲ whether employee is fit or unfit to night work (*r157*) and

▲ suggest changes in working conditions so that employee could night work (*r157*)

Neither registered medical practitioner nor person under supervision shall disclose

▲ clinical details of assessment (*r157*) or

▲ opinion other than to the employee and employer concerned (*r157*)

Requirement	Yes	No	N/A	Action Date
If a night worker becomes ill or exhibits symptoms of ill-health, and illness or symptoms are connected with night work, whenever possible, assign duties that do not involve night work and to which the employee is suited (r157)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

This is a guidance document and using the checklist should help you comply with the Regulations. The checklists are non-exhaustive and in no particular order. Further guidance can be found at www.hsa.ie