Optimize your schedule to reduce fatigue!

When designing schedules, always consider the off-work time people need to:

- Manage responsibilities (home or family commitments)
- Relax, socialize, exercise
- Complete doctors' appointments and other errands

It doesn't matter what employees do in their off-work hours if their work schedule doesn't allow for sufficient sleep.

It's not just the length of sleep, it's when sleep happens that matters. Sleeping at night is natural for humans, which means nighttime rests enable you to sleep deeper and for longer than trying to sleep during daytime hours.

Examine your schedule for hazards by asking:
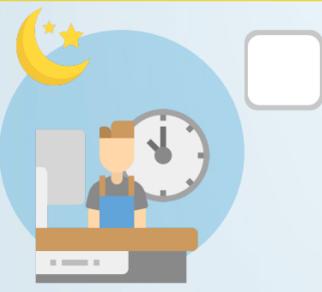
Are there consecutive 8-12 hour night shifts worked?

Are tasks requiring sustained physical or mental effort undertaken on night shift?

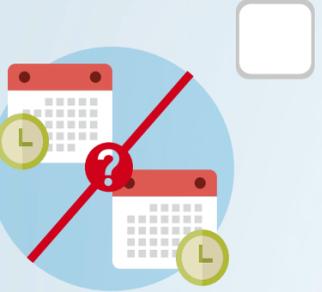Are complex physical or mental tasks taken on night shift?

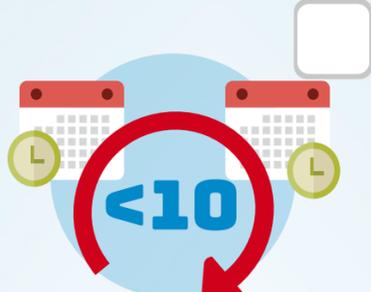**>12** Do one or more shifts exceed 12 hours in a 24 hour period?

Are there irregular and unplanned schedules as a result of call outs?

>48 Do hours of active work exceed 48 hours/5 days, or 60 hrs/7 days?

Are complex, difficult, or strenuous tasks required at the start or end of split shifts?

<10 Is the break between shifts (turnover time) less than 10 hours?

<12 Is there less that 12 hours undisturbed rest after a night shift?

Does work interfere with the ability for workers to take breaks to rest, recharge, or re-nourish?

Do changes to shift assignments occur with little notification (less than 2-3 weeks)?

Is significant travel to and from work necessary, and does it occur on non-duty time, affecting available sleep time?

Are long-distance commutes necessary at the beginning of a work cycle?

<2 Is there less than 2 consecutive nighttime sleep opportunities every 7 days?

12 AM - 6 AM Do any shifts start or finish between 12 AM and 6 AM?

The more you check off, the higher the risk your schedule presents.