

Ref : DMA/AIFI/98/C 1035
Date: 25/07/2019

Dear Captain
Good Day,

kindly find attached informative document issued as "***Human Element Issues QITAPI-HEI-05-2019 (Shift-Work Risk Assessment)***" for your kind attention and necessary precaution measures.

You are requested to confirm receipt, discuss the contents in the next consolidated meeting on board & keep a copy in the file DA-11 .

Best Regards,

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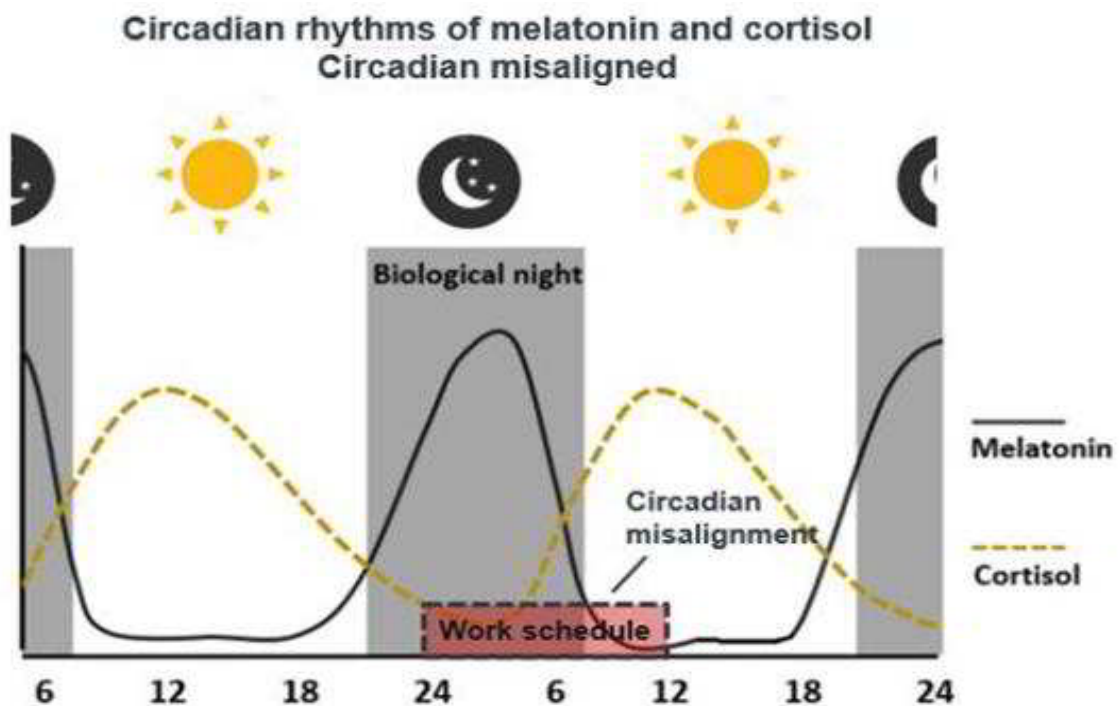
(Note: This e-mail has been sent as BCC <blind carbon copy to : All R.O.D.-SMC Vessels, to eliminate the lengthy list that would result if this e-mail is printed)

Human Element Issues QITAPI-HEI-05-2019
(Shift-Work Risk Assessment)

► **Introduction:**

This guidance is the first in series aiming to improve safety and reduce ill health by:

- ✓ Making employers aware of their duty under law to assess any risks associated with shift work;
- ✓ Improving understanding of shift work and its impact on health and safety;
- ✓ Providing advice on risk assessment, design of shift-work schedules and the shift-work environment;
- ✓ Suggesting measures employers, safety representatives and employees can use to reduce the negative impact of shift work;
- ✓ Reducing fatigue, poor performance, errors and accidents by enabling employers to control, manage and monitor the risks of shift work.



► **Assessing the risks associated with shift work in your workplace:**

1- Consider the risks that workers may be exposed to:

Employers should carry out a suitable and sufficient assessment of the risks associated with shift work as part of your organisation's health and safety management system. You should record and review the risk assessment periodically and whenever changes to shift-working arrangements are considered or made.

A risk assessment requires an employer to consider risk factors at work and those who might be harmed by them. The risk assessment should take full account of the hazards associated with fatigue, and the likelihood of fatigue occurring because of shift working. To do this you need to gather and evaluate information about current shift-work arrangements in your organisation. You can then use the risk assessment to decide what you need to do to reduce the risks.

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2-Establish who might be harmed by shift work:

The risk factors summarised in the following sections are general and apply to most shift-work schedules. There may, however, be other risk factors that only apply to your industry sector. So, it is important to think about any additional risk factors of shift-work design in your organisation.

For example, while all workers are potentially at risk from shift work, you should consider certain groups who are more vulnerable than others. These include:

- ✓ *Young workers;*
- ✓ *Older workers;*
- ✓ *Workers with pre-existing health conditions, which may be made worse by shift work, such as those with gastro-intestinal problems, coronary heart disease and sleeping problems;*
- ✓ *Workers taking time-dependent medication such as insulin;*
- ✓ *Temporary and other workers, such as sub-contractors and maintenance workers, who may not be familiar with or be able to adhere to current shift work schedules, or who have been on a different schedule with a previous employer;*
- ✓ *Workers, who following a standard day's work, have remained on call through the subsequent night or weekend.*

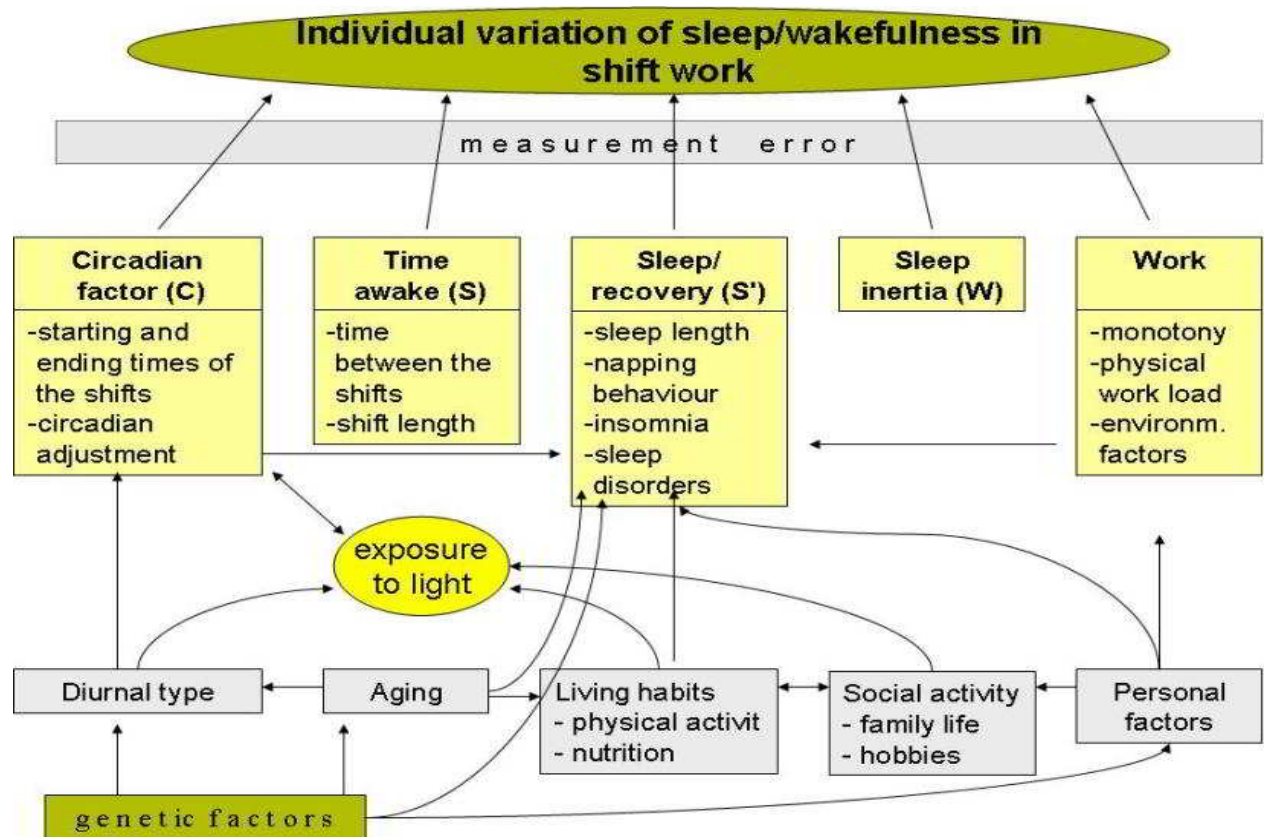
You should also consider members of the public in your risk assessment, as there may be a risk they could be harmed as a result of accidents and catastrophes in which poor shift-work arrangements are a contributing factor.

To assess the risks, you will need to gather data about the shift-work arrangements in your organisation and use it to identify areas where you can make improvements, if necessary. Responsibility for deciding how to gather data should be made during your preparation and ideally agreed by those in your organisation who have an interest in shift-work arrangements.

You will also need to assess how severe any risk factors are, record your findings and recognise that where there are several risk factors, the likelihood of fatigue-related problems will be increased.

Identifying issues associated with shift work can be difficult because there are many contributory factors that may affect your employees. So, it is advisable, to use a variety of information-gathering techniques to try to identify any common trends or patterns. For example, examining ill health, accident, absence, productivity and overtime records, direct observation of shift workers and using assessment tools and techniques may be valuable.

Common patterns, such as an increased accident rate or reduced production quality/quantity at certain times of day or over certain periods, may be symptoms of fatigue and poor shift-work design, but also consider other factors such as work load and work activity.



3-Consult workers and their safety representatives:

It is very important to consult the shift workers and their safety representatives in the risk assessment process, as they have a clear interest in the matter and a direct knowledge of the advantages and disadvantages of existing work patterns.

Keep records of any interviews or discussions for future reference.

Employing a number of different aids and techniques can stimulate discussion and help planning. For example, you could:

- ✓ Encourage workers to share their experiences of shift work;
- ✓ Discuss which shifts are hardest and why;
- ✓ Use assessment tools and techniques to highlight potential problems and compare different shift schedules;
- ✓ Provide examples of different shift-work schedules;
- ✓ Invite spontaneous contribution of ideas.

You will need to handle any detailed risk assessment sensitively. Employees have a duty to help you to gather information and help with the assessment of risks associated with work. But, they also have rights to privacy and cannot be forced to cooperate in answering questionnaires or taking part in surveys.

Even if your intentions are good, employees may not see it that way. The best policy is to explain what you are doing and your reasons for doing it.

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