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# GUIDE TO NIGHT WORKING



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CREATED BY



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# INTRODUCTION

If the nature of your business requires your employees to work at night, there are regulations that you need to be aware of. These apply to all employees whether they are permanent members of staff or casual workers. It is an employer's duty to comply with night work regulations.

## WHAT IS DEFINED AS NIGHTWORKING?

The regulations define night time as the period between 23:00 and 06:00, although this agreement can be slightly varied between employers and workers. A 'night worker' is classed as someone who works for at least 3 hours during this period.



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## WHAT ARE THE REGULATIONS?

Generally, night workers:

- Shouldn't work more than 8 hours in any 24 hour period, averaged over 17 weeks.
- Cannot opt- out from this limit unless it is allowed for by a collective workforce agreement, although in some cases you can average night work over a 26 week period.
- Must be offered a free health assessment before they begin night work duties and on a regular basis after that.
- For those working with Hazards or under mental or physical strain, there can be no averaging at all and the 8 hour limit must be strictly adhered to.
- In general, workers under 18 are not permitted to work nights, although there are some exceptions to this rule.

Employers should keep records to ensure workers do not exceed their night working limit, along with records of their employees' health assessments for 2 years or, if they didn't take up that offer, you should record the date the offer was made.



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## TIPS TO REMEMBER

A human's body clock was designed to be awake during daylight hours and to sleep at night and many night workers have experienced difficulty in adapting to the changes in working at night and sleeping during the day.

There are no real solutions, but adopting a routine, getting enough quality sleep, eating the right foods, maintaining social ties and keeping physically active, can all help.



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