Purpose
EGT, in conjunction with our Host Employers, have a duty of care that requires us to ensure that our apprentices and trainees are not subjected to the heightened risk of working extended and excessive hours.

Scope
Electrical Group Training (EGT) is committed to providing a safe, healthy and productive workplace for all its employees. This policy defines and provides a clear guideline to the management of excessive work hours.

Excessive Working Hours Policy
To develop relevant policies, plans and programs to implement in consultation with employees and management which include:

- A working hours policy statement that demonstrates a commitment to reasonable working hours, taking into consideration specific workplace circumstances. For possible issues to address in it, see control measures for working hours arrangements suggested at the beginning of this section.

- where applicable, a fatigue management plan/strategy that addresses specific workplace issues associated with different tasks, jobs and operations.

- Consider including in the fatigue management plan/strategy:
  - job, task and operations-specific fatigue management plans;
  - definition and communication of the roles and responsibilities of supervisors and employees;
  - fatigue management guidelines based on current knowledge, with information and training;
  - tailored for the workplace and range of occupations and tasks;
  - self-assessment checklists; and
  - a means for checking information and training is provided to employees on fatigue management.

- and other control measures:
  - procedures for employees to alert supervisors of potential hazard factors;
  - procedures for the management of fatigued employees;
  - a drugs and alcohol policy;
  - a fitness for work policy;
  - where relevant, ‘working in heat’ guidelines; and
  - health and fitness programs.

It has been acknowledged that there exists a correlation between excessive hours worked and workplace safety incidents - the difficulty arises in determining just what constitutes excessive hours.

While the awards cover penalty pay rates for hours worked beyond specified limits, they do not take into consideration the physical effects on workers working successive extended shifts. Long and extended working hours coupled with activities outside working hours have the potential to lead to severe sleep deprivation that can result in lack of concentration and inevitably, workplace safety concerns.
### Activity
<table>
<thead>
<tr>
<th>Activity</th>
<th>Trigger</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum continuous hours worked</td>
<td>5 Hours</td>
</tr>
<tr>
<td>Maximum average hours worked per day over 14 days</td>
<td>12 Hours</td>
</tr>
<tr>
<td>Consecutive periods exceeding 14 hours per day</td>
<td>0</td>
</tr>
<tr>
<td>Minimum continuous rest break per week</td>
<td>1 Day</td>
</tr>
<tr>
<td>Maximum hours worked per week</td>
<td>72 Hours</td>
</tr>
<tr>
<td>Minimum rest period per day</td>
<td>10 hours</td>
</tr>
<tr>
<td>Minimum short rest periods – 10 hour shifts</td>
<td>1 x 15mins &amp; 1 x 30 mins</td>
</tr>
<tr>
<td>Minimum short rest periods – 12 hour shifts</td>
<td>2 x 15mins &amp; 1 x 30 mins</td>
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</tbody>
</table>

### Procedures

EGT will monitor the time sheet information presented for pays and when the trigger points are reached as set out below we will take the appropriate action to ensure the required breaks are taken.

1. Work patterns as presented on time sheets outside the above limits are to be brought to the attention of the Business Development & Field Services Manager (BD & FS Manager).

2. The BD & FS Manager will use discretion in determining if there is a continuing pattern developing or it is a one off situation.

3. If there is a consistent breach of these limits the relevant Field Officer will be notified and they are to take the matter up with the Host Employer for resolution.

4. A refusal by the Host Employer to comply with requests by the Field Officer may lead to withdrawal of apprentices.