

Sleepover

POLICY AND PROCEDURE

1.0 Purpose

The purpose of the Sleepover Policy is to offer clear guidelines and responsibilities for workers completing this duty.

This policy is effective from

2.0 Definition

Sleep Over: A sleepover means where an employee is required to sleep overnight at a client's premises

Active Sleepover: When employees sleepover shift is disturbed on 4 or more occasions

3.0 Procedure

3.1 The span for a sleep over will be a continuous period of eight (8) hours

3.2 The employee will be paid an allowance in accordance with Pay Rate and Allowance per rostered sleepover shift

3.3 In the event the employee on sleepover is required to perform work during the sleepover period the, the employee will be paid 30 minutes at the nightshift rate of pay on each occasion that the employee's sleep is disrupted

3.4 Where the employees sleep is disrupted on four (4) or more occasions in a single sleep over shift, the sleepover allowance will be replaced with the complete shift being paid eight (8) hours at the hourly night rate

3.5 Subee may roster an employee to perform work immediately before or after the sleepover period. The *minimum number of hours for this work will be four (4)*

hours and may be worked before the sleepover commences, after the sleepover finishes, or a combination of both.

3.6 Employees will be provided where appropriate a bed in a private room and use of facilities for each night when the employee sleeps over

4.0 Work Health & Safety Responsibility

WHS considerations are to reduce risk in the workplace related to fatigue associated with sleepover shifts that may become an active nightshift.

4.1 Employer Responsibility

Subee Newlake has workplace initiatives such as guidelines for hours of work and rest periods, and enhanced awareness of the importance of sleep, to minimising the impact of fatigue in the workplace. Subee has a Fatigue Management Policy in place.

Rosters will endeavour where possible to implement the following guidelines:

- Offer workers a choice of a permanent roster or rotating shifts
- Restrict the number of successive night shifts (no more than three to four if possible).
- Avoid long working hours (more than 50 hours per week).
- Roster 8-hour break between next shift

4.2 Employee Responsibility

The length and quality of sleep—as well as the length of time since you last rested—can impact your ability to perform efficiently, effectively, and safely. Employees have a responsibility to

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- Have adequate sleep after a sleep over if shift becomes active
- Recommended daily sleep hours for an adult are 7-9 hours in a 24-hour day

5.0 Resources

Sleep hygiene is a variety of different practices and habits that are necessary to have good nighttime sleep quality and full daytime alertness.

Good Sleep Hygiene Practices

<https://www.sleepfoundation.org/articles/sleep-hygiene>

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