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BASIC CONDITIONS OF EMPLOYMENT ACT NO 75 OF 1997


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Section 7	<u>Regulation of working time</u>
	Every employer must regulate the working time of each employee--
	(a) in accordance with the provisions of any Act governing occupational health and safety;
	(b) with due regard to the health and safety of employees;


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	<p>(c) with due regard to the Code of Good Practice on the Legislation of working time issued under Section 87(1) a [not yet published]; and</p> <p>(d) with due regard to the family responsibilities of employees.</p>
Section 17(3)	<p style="text-align: center;"><u>Night work</u></p> <p>An employer who requires an employee to perform work on a regular basis after 23:00 and before 06:00 the next day must--</p> <p>(a) inform the employee in writing, or orally if the employee is not able to understand a written communication, in a language that the employee understands--</p> <p style="padding-left: 40px;">(i) of any health and safety hazards associated with the work that the employee is required to perform; and</p> <p style="padding-left: 40px;">(ii) of the employee's right to undergo a medical examination, in terms of paragraph b.</p>
Section 26(1) & (2)	<p style="text-align: center;"><u>Protection of employees before and after birth of a child</u></p> <p>No employer may require or permit a pregnant employee or an employee who is nursing her child to perform work that is hazardous to her health or the health of her child.</p> <p>During an employee's pregnancy, and for a period of six months after the birth of her child, her employer must offer her suitable, alternative employment on terms and conditions that are no less favourable than her ordinary terms and conditions of employment, if--</p> <p>(a) the employee is required to perform night work, or her work poses a danger to her health or safety or that of her child; and</p> <p>(b) it is practicable for the employer to do so.</p>
Section 31	<p style="text-align: center;"><u>Keeping of records</u></p> <p>(1) Every employer must keep a record containing at least the following information:</p> <p style="padding-left: 40px;">(a) the employee's name and occupation;</p> <p style="padding-left: 40px;">(b) the time worked by each employee;</p>

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	<ul style="list-style-type: none"> (c) the remuneration paid to each employee; (d) the date of birth of any employee under 18 years of age; and (e) any other prescribed information. <p>(2) A record in terms of subsection 31(1) must be kept by the employer for a period of three years from the date of the last entry in the record.</p> <p>(3) No person may make a false entry in a record maintained in terms of subsection 31.(1).</p> <p>(4) An employer who keeps a record in terms of this section is not required to keep any other record of time worked and remuneration paid as required by any other employment law.</p>
Section 76	<p style="text-align: center;"><u>Proof of compliance</u></p> <p>(1) In any proceedings concerning a contravention of this Act or any sectoral determination it is for an employer--</p> <ul style="list-style-type: none"> (a) to prove that a record maintained by or for that employer is valid and accurate; (b) who has failed to keep any record required by this Act that is relevant to those proceedings, to prove compliance with any provision of this Act.
Section 78	<p style="text-align: center;"><u>Rights of employees</u></p> <p>(1) Every employee has the right to--</p> <ul style="list-style-type: none"> (a) make a complaint to a trade union representative or trade union official or a labour inspector concerning any alleged failure or refusal by an employee to comply with this Act; (b) discuss his or her conditions of employment with his or her fellow employees, his or her employer or any other person; (c) refuse to comply with an institution that is contrary to this Act or any sectoral determination;

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	<p>(d) refuse to agree to any term or condition of employment that is contrary to this Act or any sectorial determination;</p> <p>(e) inspect any record kept in terms of this Act that relates to the employment of that employee;</p> <p>(f) participate in proceedings in terms of this Act;</p> <p>(g) request a trade union representative or a labour inspector to inspect any record kept in terms of this Act and that relates to the employment of that employee.</p> <p>(2) Every trade union representative has the right, at the request of an employee, to inspect any record kept in terms of this Act that relates to the employment of that employee.</p>		
Section 90(3)	<p>The record of any medical examination performed in terms of this Act must be kept confidential and may be made available only--</p> <p>(a) in accordance with the ethics of medical practice;</p> <p>(b) if required by law or court order; or</p> <p>(c) if the employee has in writing consented to the release of that information.</p>		
Regulation 3	<p style="text-align: center;"><u>Keeping of Records</u></p> <p>(1) The record that an employer is required to keep in terms of section 31 must comprise</p> <p>(a) a wages register in the form of BCEA 2 or some other record that contains the information set out in that form; and</p> <p>(b) an attendance register in the form of BCEA 3 or some other record that contains the information set out in that form.</p>		
Code of Practice on the protection of employees during pregnancy and after birth of a child	<p style="text-align: center;"><u>LEGAL REQUIREMENTS</u></p> <p>4.1 The Constitution protects the right to bodily and psychological integrity, which includes the right to make decisions concerning reproduction [section 12(2)] and gives every person the right to health services, including reproductive health care [section 27(1)(a)].</p> <p>4.2 No person may be discriminated against or dismissed on account of pregnancy.</p>		


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	<p>4.3 Employers are required to provide and maintain a work environment that is safe and without risk to the health of employees. This includes risks to the reproductive health of employees. These duties are established in terms of both the Occupational Health and Safety Act 85 of 1993 and the Mine Health and Safety Act 27 of 1996. Key aspects of these Acts are -</p> <p>4.3.1 employers must conduct a risk assessment, which involves identifying hazards, assessing the risk that they pose to the health and safety of employees, and recording the results of the risk assessment.</p> <p>4.3.2 employers must implement appropriate measures to eliminate or control hazards identified in the risk assessment;</p> <p>4.3.3 employers must supply employees with information about and train them in the risks to their health and safety and the measures taken to eliminate or minimise them;</p> <p>4.3.4 elected worker health and safety representatives and committees are entitled to participate in the risk assessment and control of hazards;</p> <p>4.3.5 employees have a duty to take reasonable steps to protect their own health and safety and that of other employees.</p>
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<p>Code of Practice on the protection of employees during pregnancy and after birth of a child</p>	<p><u>PROTECTING THE HEALTH OF PREGNANT AND BREAST-FEEDING EMPLOYEES</u></p>
	<p>5.1 Section 26(1) of the BCEA prohibits employers from requiring or permitting a pregnant employee or an employee who is breast-feeding to perform work that is hazardous to the health of the employee or the health of her child. This requires employers who employ women of childbearing age to assess and control risks to the health of pregnant or breast-feeding employees and that of the fetus or child.</p> <p>5.2 Employers should identify, record and regularly review -</p> <p>5.2.1 potential risks to pregnant or breast-feeding employees within the workplace;</p> <p>5.2.2 protective measures and adjustments to working arrangements for pregnant or breast-feeding employees.</p> <p>5.3 Where appropriate, employers should also maintain a list of employment positions not involving risk to which pregnant or breast-feeding employees could be transferred.</p> <p>5.4 Employers should inform employees about hazards to pregnant and breastfeeding employees and of the importance of immediate notification of pregnancy.</p> <p>5.5 Workplace policies should encourage women employees to inform employers of their pregnancy as early as possible to ensure that</p>

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	<p>the employer is able to identify and assess risks and take appropriate preventive measures.</p> <p>5.6 The employer should keep a record of every notification of pregnancy.</p> <p>5.7 When an employee notifies an employer that she is pregnant her situation in the workplace should be evaluated. The evaluation should include -</p> <p>5.7.1 an examination of the employee's physical condition by a qualified medical professional;</p> <p>5.7.2 the employee's job;</p> <p>5.7.3 workplace practices and potential workplace exposures that may affect the employee.</p> <p>5.8 If the evaluation reveals that there is a risk to the health or safety of the pregnant employee or the fetus, the employer must -</p> <p>5.8.1 inform the employee of the risk;</p> <p>5.8.2 after consulting the employee and her representative, if any, determine what steps should be taken to prevent the exposure of the employee to the risk by adjusting the employee's working conditions.</p> <p>5.9 The employee should be given appropriate training in the hazards and the preventive measures taken.</p> <p>5.10 If there is any uncertainty or concern about whether an employee's workstation or working conditions should be adjusted, it may be appropriate in certain circumstances to consult an occupational health practitioner. If appropriate adjustments cannot be made, the employee should be transferred to an alternative position in accordance with section 26(2) of the BCEA.</p> <p>5.11 Employers must keep the risk assessment for expectant or new mothers under regular review. The possibility of damage to the health of the fetus may vary during the different stages of pregnancy. There are also different risks to consider for workers who are breast-feeding.</p> <p>5.12. Arrangements should be made for pregnant and breast-feeding employees to be able to attend antenatal and postnatal clinics as required during pregnancy and after birth.</p> <p>5.13 Arrangements should be made for employees who are breast-feeding to have breaks of 30 minutes twice per day for breast-feeding or expressing milk each working day for the first six months of the child's life.</p> <p>5.14 Where there is an occupational health service at a workplace, appropriate records should be kept of pregnancies and the outcome of pregnancies including any complications in the condition of the employee or child.</p>
Code of Practice on the	<u>THE IDENTIFICATION AND ASSESSMENT OF HAZARDS</u>

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<p>protection of employees during pregnancy and after birth of a child</p>	<p>6.1 Physical hazards The control of physical hazards in the workplace includes the recognition, evaluation and control of -</p> <p>6.1.1 exposure to noise, vibration, radiation, electric and electromagnetic fields and radioactive substances;</p> <p>6.1.2 work in extreme environments;</p> <p>6.1.3 control of the thermal environment (heating and air conditioning).</p> <p>Schedule One describes the extent to which certain of these physical agents may constitute a hazard to the health and safety of pregnant and breast-feeding employees and suggests methods to prevent or control these hazards.</p> <p>6.2 Ergonomic hazards</p> <p>The application of ergonomics involves ensuring that work systems are designed to meet the employee's needs for health, safety and comfort. A range of ergonomic risk factors may pose hazards to the health and safety of pregnant and breast-feeding employees and should be identified and assessed as part of the risk assessment programme. These include -</p> <p>6.2.1 heavy physical work;</p> <p>6.2.2 static work posture;</p> <p>6.2.3 frequent bending and twisting;</p> <p>6.2.4 lifting heavy objects and movements requiring force;</p> <p>6.2.5 repetitive work;</p> <p>6.2.6 awkward postures;</p> <p>6.2.7 no rest;</p> <p>6.2.8 standing for long periods;</p> <p>6.2.9 sitting for long periods.</p> <p>Schedule Two describes the extent to which some of these factors may constitute a hazard to the health and safety of pregnant and breast-feeding employees and suggests methods to prevent or control these hazards.</p> <p>6.3 Chemical hazards</p> <p>Contact with harmful chemical substances may cause infertility and fetal abnormalities. Some chemicals can be passed to the baby during breastfeeding and could possibly impair the health and the development of the child.</p> <p>The Hazardous Chemical Substances Regulations, 1995, issued under OHS Act apply to all employers who carry out activities, which may expose people to hazardous chemical substances. These employers must assess the potential exposure of employees to any</p>
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	<p>hazardous chemical substance and take appropriate preventive steps. The Regulations set maximum exposure levels for some 700 hazardous chemical substances.</p> <p>The Hazardous Chemical Substances Regulations require employers to inform and train employees about, and in any substance to which they are or may be exposed. This must include information on any potential detrimental effect on the reproductive ability of male or female employees.</p> <p>Regulation 7(1) of the General Administrative Regulations, 1996, under OHS Act requires manufacturers, importers, sellers and suppliers of hazardous chemical substances used at work to supply a Material Safety Data Sheet (MSDS) which must include information on any reproductive hazards. Every employer who uses a hazardous chemical substance must be in possession of the relevant MSDS and must make it available on request to affected persons.</p> <p>With the exception of the Lead Regulations, there are no regulations, which set maximum exposure levels of specific applications for women of childbearing age or pregnant women. In view of the absence of occupational health standards for the exposure of pregnant or breast-feeding women to chemical substances, care should be taken to minimise exposure to chemicals, which can be inhaled, swallowed or absorbed through the skin. Where this cannot be achieved, employees should be transferred to other work in accordance with section 26(2) of the BCEA.</p> <p>Chemical substances that are known or suspected to constitute a hazard to pregnant or breast-feeding women and to the fetus or child are listed in Schedule Three below.</p> <p>6.4 Biological hazards</p> <p>Many biological agents, such as bacteria and viruses, can affect the unborn child if the mother is infected during pregnancy. Biological agents may also be transferred through breast-feeding or by direct physical contact between mother and baby. Health workers, including service workers in health-care facilities and workers looking after animals or dealing with animal products are more likely to be exposed to infection than other workers. Employees who have close contact with young children, such as teachers and edu-care workers, are at increased risk of exposure to rubella (German measles) and varicella (chicken pox).</p> <p>Universal hygiene precautions are required to prevent disease. These include high standards of personal hygiene, surveillance of staff in high-risk areas, appropriate sterilisation and disinfecting procedures, designation of person to be responsible for health and safety, the use of protective clothing and gloves and the avoidance of eating or smoking in laboratories or other risk areas.</p> <p>Some of the biological agents that are known to constitute a hazard to the health of breast-feeding or pregnant women are listed in Schedule Four.</p>
Code of Practice on the	<u>ASPECTS OF PREGNANCY THAT MAY AFFECT WORK</u>


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<p>protection of employees during pregnancy and after birth of a child</p>	<p>Employers and employees should be aware of the following common aspects of pregnancy that may affect work:</p> <p>7.1 As a result of morning sickness employees may be unable to perform early shift work. Exposure to nauseating smells may also aggravate morning sickness.</p> <p>7.2 Backache and varicose veins may result from work involving prolonged standing or sitting. Backache may also result from work involving manual handling.</p> <p>7.3 More frequent visits to the toilet will require reasonable access to toilet facilities and consideration of the employee's position if leaving the work she performs unattended poses difficulties.</p> <p>7.4 The employee's increasing size and discomfort may require changes of protective clothing, changes to work in confined spaces and changes to her work where manual handling is involved. Her increasing size may also impair dexterity, agility, co-ordination, speed of movement and reach.</p> <p>7.5 The employee's balance may be affected making work on slippery or wet surfaces difficult.</p> <p>7.6 Tiredness associated with pregnancy may affect the employee's ability to work overtime and to perform evening work. The employer may have to consider granting rest periods.</p>
<p>Code of practice for the arrangement of working time</p>	<p style="text-align: center;"><u>RELATIONSHIP TO HEALTH AND SAFETY LAWS</u></p> <p>3.1 The regulation of working time is closely connected to the protection and promotion of the health and safety of employees and, in some cases, members of the public.</p> <p>3.2 Employers may be required to take working-time schedules into account in complying with their general duties to provide and maintain a working environment that is safe and without risk to the health of employees in terms of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), (OHSA) 85 of 1993 and the Mine Health and Safety Act, 1996 (Act No. 19 of 1996), (MHSA).</p> <p>3.3 Key aspects of these Acts are the following:</p> <p>3.3.1 Employers must conduct a risk assessment. This requires that they identify hazards and assess the risk that they pose to the health and safety of employees. The results of the risk assessment must be recorded.</p> <p>3.3.2 Employers must implement appropriate measures to eliminate or control hazards identified in the risk assessment.</p>


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	<p>3.3.3 Employers must train and supply information to employees about the risks to their health and safety and the measures taken to control such risks.</p> <p>3.3.4 Elected worker health and safety representatives and committees are entitled to participate in the risk assessment and control of hazards.</p> <p>3.3.5 Employees have a duty to take reasonable steps to protect their own health and safety and that of other employees.</p> <p>3.4 Employers who engage employees to perform regular night work must ensure that these employees are informed of the health and safety hazards associated with the work that they would perform. This provision of the BCEA reiterates the obligation on employers in terms of OHSA and MHSA.</p>
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Code of practice for the arrangement of working time	<p style="text-align: center;"><u>DESIGN AND EVALUATION OF SHIFT SYSTEMS</u></p> <p>4.1 The design of shift rosters must be sensitive to the impact of these rosters on employees and their families. This information can be obtained during consultations, negotiations or by circulating individual questionnaires to employees.</p> <p>4.2 The information that an employer may require on the effect of shift rosters includes -</p> <p>4.2.1 the ranked preferences of employees for different shift systems (this should include factors such as rate of rotation, length of shift, extension of operating time, starting and finishing times of shifts, weekends off, offduty periods);</p> <p>4.2.2 the employee's views of the advantages and disadvantages of the existing or proposed shift system;</p> <p>4.2.3 aspects of the employee's work that could affect the determination of a suitable shift length;</p> <p>4.2.4 how an existing or proposed shift schedule affects or might affect the health and safety of employees;</p> <p>4.2.5 means, costs and availability of transport to and from the place of residence and the personal security of the employee while commuting;</p> <p>4.2.6 the childcare needs of the employees.</p> <p>4.3 The information that will be required will depend on whether an employer is introducing a shift system for the first time or is re-evaluating or redesigning a shift system.</p>
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<p>Code of practice for the arrangement of working time</p>	<p style="text-align: center;"><u>ARRANGEMENT OF SHIFTS</u></p> <p>The following recommendations apply to the arrangement of shift work:</p> <p>5.1 Overtime should be avoided, especially in occupations involving special hazards or heavy physical or mental strain.</p> <p>5.2 The changeover from one shift to another during the working day should, where appropriate, include a brief period of overlap of the two crews in order to pass on any information that is needed by the subsequent crew.</p> <p>5.3 if appropriate and if it is possible within legal requirements, workers whose skills are interchangeable should be allowed to exchange a shift with another worker.</p> <p>5.4 The shift schedule should be displayed or distributed for easy access by all workers, and should be presented in a readily understandable form.</p> <p>5.5 Workers should receive reasonable notice in advance of scheduled hours of work and of any foreseeable changes to the schedule.</p> <p>5.6 Arrangements should be considered to accommodate the special needs of workers such as pregnant and breast-feeding workers, workers with family responsibilities, older workers, disabled workers or workers with health problems, and also workers' personal preferences for the scheduling of their own free time.</p>
<p>Code of practice for the arrangement of working time</p>	<p style="text-align: center;"><u>DESIGN OF SHIFT ROSTERS</u></p> <p>The following factors should be taken into account in the design of rosters for semi-continuous and continuous shift work:</p> <p>6.1 The frequency of night work, weekend work and work on public holidays should be limited as much as possible for each worker.</p> <p>6.2 The frequency of shift rotation should take account of the difficulties workers may have in adapting to night work.</p> <p>6.3 It is preferable that shifts be rotated in a forward direction (morning to afternoon to night), bearing in mind workers' preferences, local conditions and difficulties in scheduling a long period of rest after spells of night shifts.</p> <p>6.4 Night shifts should be no longer than morning and afternoon shifts. Where long night shifts are used they should be carefully reviewed to find ways to avoid excessive fatigue. Successive long night shifts should be avoided to the extent practicable.</p> <p>6.5 Rest periods for shift workers should be scheduled to fall on weekends--a certain minimum number of times during a given period.</p>

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Code of practice for the arrangement of working time	<p style="text-align: center;"><u>PERFORMANCE OF SAFETY-CRITICAL TASKS</u></p> <p>7.1 Employers should take particular care in the timing of safety-critical tasks in shift cycles and during individual shifts.</p> <p>7.2 These should, to the greatest extent possible, not be undertaken at a time when the employees involved may be fatigued or have low levels of alertness.</p> <p>7.3 This is of particular importance to employers, such as operators of major hazard installations whose activities have a direct impact upon the public, and operators of services such as mass transportation or goods transportation.</p>
Code of practice for the arrangement of working time	<p style="text-align: center;"><u>HEALTH ASSESSMENT AND COUNSELLING</u></p> <p>8.1 In terms of section 17(3)(b) of BCEA an employer, if requested by an employee who is performing regular night work, must make arrangements for the employee to undergo a medical examination. An employee is entitled to have such an examination at the time of commencing regular night work and thereafter at regular intervals while he or she continues to work regularly at night.</p> <p>8.2 The examination should be performed by a medical practitioner or by a health professional who could refer employees to a medical practitioner in appropriate cases. This could include qualified staff employed in a workplace clinic. The cost of the examination is for the account of the employer although arrangements could be made for the cost to be covered through medical aid.</p> <p>8.3 The timing of these examinations should be determined by individual or collective agreement in the light of the employee's health status, the nature of the work the employee performs and the employee's working hours.</p> <p>8.4 The examination should cover -</p> <p>8.4.1 any difficulties the employee may be having in adapting to night-work routines;</p> <p>8.4.2 any health problems that the employee is manifesting;</p> <p>8.4.3 any psychological, emotional and social stresses experienced by the employee, strategies that may help the employee cope with night work and educational input on the risks of shift work;</p> <p>8.4.4 insomnia and symptoms of sleep deprivation such as irritability and chronic fatigue;</p> <p>8.4.5 use of medication, the effectiveness of which depends upon circadian (daily body) rhythms;</p>


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	<p>8.4.6 diet and use of caffeinated drinks, alcohol, sleeping pills, and cigarettes.</p> <p>8.5 In certain circumstances, it may be appropriate to advise certain individuals against shift work. These circumstances include where the effectiveness of medication is fundamentally affected by circadian (daily body) rhythms, workers with gastro-intestinal or cardiovascular disorders, and epileptics.</p> <p>8.6 The examination should also include educational input on the health risks that may be associated with the employee's work schedule and as coping strategies that may assist the employee.</p>
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Code of practice for the arrangement of working time	<p><u>9. WORKING ENVIRONMENT</u></p> <p>Employers should regularly assess whether the work environment, in particular the lighting and heating, are adequate for the health, safety and physical comfort of employees, particularly night workers.</p>
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Code of practice for the arrangement of working time	<p><u>MANAGEMENT SERVICES</u></p> <p>10.1 Employers should provide appropriate management services to employees working outside of ordinary hours. Depending on the nature of the business, some aspects of management services should be available at all times to nightshift employees.</p> <p>10.2 Services that should be available at night include -</p> <p style="margin-left: 20px;">10.2.1 first aid services;</p> <p style="margin-left: 20px;">10.2.2 qualified safety supervision;</p> <p style="margin-left: 20px;">10.2.3 occupational health services, in particular counselling on nutrition and fatigue related-problems;</p> <p style="margin-left: 20px;">10.2.4 emergency services in case of accidents, including transportation to hospitals.</p> <p>10.3 Employers who engage employees on night work should ensure that -</p> <p style="margin-left: 20px;">10.3.1 there is adequate security for employees at the workplace;</p> <p style="margin-left: 20px;">10.3.2 employees are able to obtain safe, affordable transportation between their places of residence and their workplace;</p> <p style="margin-left: 20px;">10.3.3 there are adequate eating facilities;</p> <p style="margin-left: 20px;">10.3.4 there are adequate rest rooms and change-rooms.</p> <p>10.4 Administrative services should be sufficient, so that employees working nights do not have to use their off-duty time to have contact with services such as the wages or personnel department. This could be achieved by making these services available at the start or end of shifts by introducing rosters that permit employees working at night to have contact during this time.</p>
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	<p>10.5 The need for and extent of administrative services will depend on the type of shift patterns. The need will be greatest if employees are working at night for long periods or permanently; there will be less of a need if employees change rapidly from day shift to night shift.</p> <p>10.6 Employees working at night should not be disadvantaged in having access to education and training.</p> <p>10.7 Collective bargaining, trade union activities and the activities of participative bodies such as workplace forums or health and safety committees should be arranged so as to allow employees who work at night to participate.</p> <p>10.8 An agreement to reduce employees' meal intervals to 30 minutes in terms of section 14(5)(a) of the BCEA should not be concluded if it may have the effect of endangering the health and safety of employees.</p> <p>10.9 Employers must ensure that employees receive adequate rest periods.</p> <p>10.10 The number and duration of rest pauses during the shift and rotation should be adapted to the workload. Particular attention must be given to the scheduling of rest periods for employees who are engaged in-</p> <p>10.10.1 physically and mentally strenuous work;</p> <p>10.10.2 work involving manual lifting;</p> <p>10.10.3 work involving repetitive movement;</p> <p>10.10.4 monotonous work;</p> <p>10.10.5 shifts of longer than eight hours.</p>		
Code of practice for the arrangement of working time	<p style="text-align: center;"><u>COPING STRATEGIES</u></p> <p>Employers should provide appropriate and up-to-date information to employees about coping strategies, both in the workplace and at home. Strategies that will assist employees to cope with shift work and night work include -</p> <p>11.1 maintaining a regular sleeping routine;</p> <p>11.2 taking steps to block out noise and light for employees who have to sleep in the day;</p> <p>11.3 maintaining a healthy diet;</p> <p>11.4 exercise and relaxation.</p>		
Code of practice for the	<u>GLOSSARY</u>		

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arrangement of working time	<p>Continuous shift work - the employer operates 24 hours a day, seven days a week, all year round.</p> <p>Semi-continuous shift work - the employer operates 24 hours a day without a daily break, but with a break at the weekend.</p> <p>Discontinuous shift work - the employer operates less than 24 hours a day with at least one daily break. A "two-shift" system is the most common discontinuous shift system.</p> <p>Short or part-time shifts - daily scheduled working hours that are substantially shorter than eight hours.</p> <p>Long shifts - daily scheduled working hours that are substantially longer than eight hours.</p> <p>Rotating (or alternating) shifts - workers alternate between different shifts. There are three key elements to rotation:</p> <ul style="list-style-type: none"> (i) The direction of rotation - rotation can either be forward (clockwise, for instance, morning to afternoon to night) or backward (or counter-clockwise). In forward or advancing shifts, the starting time of one shift in a shift worker's schedule is always later on the 24-hour clock than the previous shift. In a continuous shift system workers will work a morning shift. In backward or delaying rosters one shift always begins at an earlier time than the previous shift; (ii) The frequency employees may change shifts every week or at shorter or longer intervals; (iii) The length of the cycle - the period required for a complete schedule of rotation, after which the cycle is repeated. <p>Fixed (or permanent) shifts - employees work permanently on a single shift.</p>			