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1 July 2022

9(2)(a)



RE Official Information Act request CDHB 10873

I refer to your email dated 16 May 2022 requesting the following information under the Official Information Act from Canterbury DHB. Specifically:

Since 1 January 2021

1. Do you have a policy which instructs staff on how to manage fatigue?

We do not have a specific Fatigue policy within the Canterbury DHB. We do have a Fit to Work Policy (refer to **Appendix 1** (attached)). The purpose of this policy is to outline the expectations on managers, leaders, and workers to address and manage impairment promptly and effectively to achieve a sustainable return to work within reasonable accommodation. To ensure the safety of patients and others safety is paramount, with due regard for workers' privacy.

2. How many times (if at all) have staff exceeded 75 hours work in a 7-day period?

3. If there are staff who have exceeded 75 hours work in a 7-day period, what position were they employed in?

Due to our rostering system not all staff are rostered or tracked on an hourly basis. We have obtained the numbers in **Table one** from our rostering system, but salaried employees may have other individual arrangements with their managers which are not held in a centralised location and therefore would require a substantial effort to collate.

Therefore, we cannot provide a full answer to this question pursuant to 18(f) of the Official Information Act.

However, we have included the information as per our rostering system in **Table one** (overleaf) - Number of employees whose rolling sum of hours worked exceeds 75 hours over a seven-day period. 01/01/2021 – 30/04/2022.

Table one

Role	Count of instances where rolling sum of hours worked per employee exceeds 75 hrs over 7-day period	Number of affected employees
SMO	2004	41
RMO	2020	201
Nursing	123	30
Management and Admin	72	6
Support	30	2
Allied Health	29	2
Total	4278	282

Note Worked hours includes all worked time (includes call back, overtime etc)

- 4. What is the longest continuous time frame which staff could possibly work?**
- 5. What position would staff in question 4 hold?**

Managers are required to manage the fatigue of their staff and ensure working hours are appropriate and safe. Acknowledging the pressures in our system and individual staff members resilience and desire to work additional hours we take an individual approach to the longest continual timeframe an employee can work.

Some of our employment agreements have terms which restrict work hours or shifts, and these are publicly available on the TAS website at: www.tas.health.nz;

Fatigue is an ongoing challenge for our DHB workforce which needs to be managed to reduce impacts for both our workers and people using our health services. Therefore, a benchmark survey is currently being conducted across the DHBs. This is to enable us to gather valuable information to better understand the issues of fatigue and ways we can address it.

The survey is being conducted by the Fatigue Management and Minimisation Steering Group; a collaborative initiative with representatives from DHBs (including CDHB), unions, the Ministry of Health, and the Massey University Sleep/Wake Research Centre. The Group was established to work together to reduce the impacts of fatigue for the health workforce. It has a shared goal of developing evidence-based initiatives and education to address fatigue.

I trust that this satisfies your interest in this matter.

You may, under section 28(3) of the Official Information Act, seek a review of our decision to withhold information by the Ombudsman. Information about how to make a complaint is available at www.ombudsman.parliament.nz; or Freephone 0800 802 602.

Please note that this response, or an edited version of this response, may be published on the Canterbury DHB website after your receipt of this response.

Yours sincerely



Ralph La Salle
Senior Manager, OIAs
Canterbury DHB & West Coast DHB



Fit to Work Policy

Purpose

Outline the expectations on managers, leaders, and workers to address and manage impairment promptly and effectively to achieve a sustainable return to work within reasonable accommodation.

Ensure the safety of patients and others safety is paramount, with due regard for workers' privacy.

Policy

Canterbury DHB (CDHB) and West Coast DHB (WCDHB) recognises that employees, contractors, and volunteers may be unable to carry out their tasks due to impairment.

CDHB and WCDHB focus is on rehabilitation. The aim is to:

- Provide employees with support to return to work, and
- Ensure the safety of patients and others.

Applicability

All CDHB and WCDHB employees, contractors, and volunteers.

Definitions

Reasonable accommodation: Any change to the work or work environment that allows an employee to perform a role, task, or duties while having equal access to benefits available to other employees in the workplace.

Impairment: Reduced ability to carry out some or all normal work tasks. Observable loss of function, unsatisfactory performance, or an adverse change in behaviour. May be caused by physical, mental, social, or other factors.

Health practitioner: A person who is, or is deemed to be, registered with an authority as a practitioner of a particular health profession.

Roles and Responsibilities:

All workers: If you or others may be impaired take actions to reduce the risk of anyone being harmed.

Health practitioners: Be aware of, and comply with, your obligations under the Health Practitioners Competence Assurance Act 2003.

Managers: Treat the safety of others e.g., patients and workers, as paramount i.e. with reasonable grounds, remove the impaired person if they are unable to safely carry out their duties. Protect the privacy of an impaired worker as far as possible.



Policy Measurement

Workforce sickness absence, pre-employment screening, health monitoring (including vaccination rates) and lost time injury data.

Supporting material

[Fit to Work principles and procedures](#)

Wellbeing Health and Safety Policy Ref: 2403857

References

Health Practitioners Competence Assurance Act 2003: Section 5

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