

STANDARD OPERATING PROCEDURES

[Work Hours]



Department: Operations

SOP#108

Applicable to: All Staff

Effective Date: 1 March 2020

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Authority: Chief Of Operations

Applicable CAAS Standard:

Revised Effective Date:

Purpose:

The purpose of this Standard Operating Guideline (SOG) is to outline the position of Brighton Volunteer Ambulance (BVA) regarding fostering a safe working environment.

Scope:

The scope of this document applies to all road staff. Personnel often hold multiple jobs. In order to foster a safe, sound, and clinically strong agency, the following work hours apply.

Guideline:

1. Maximum Shift Length: 24 Hours
2. Recommend Shift Length: 12 Hours
3. Recommended Time off between shifts: 8 Hours
4. All personnel are strongly encouraged to arrive prepared for work in a well-rested state. Any personnel noted to be “stacking” shifts, or traveling from one agency to ours without the recommended time off between shifts and appears otherwise unfit for duty, will be subject to removal from the road, and sent home without pay, at the discretion of the Shift Supervisor.
5. When possible, shifts greater than twelve (12) hours should be avoided. In the event that minimum staffing requires a greater shift length, an effort will be made to schedule personnel in a “day into night” shift, as opposed to the “night into day” shift due to the difference in call volume between the two. Personnel are far more likely to be afforded an opportunity for rest on an evening or night shift. The scheduling of shifts that are less than eight (8) hours apart should be avoided if possible. If personnel are held over for an extended period of time, four (4) or more hours, and are due back in eight (8) hours or less, all effort should be made to cover the beginning of their next shift with different personnel to allow for adequate rest.
6. Any accidents or otherwise detrimental events that are found to be caused by Agency personnel being in violation of this policy are subject to an expedited disciplinary process.

This document supersedes any documents on the topic dated prior to the effective date noted above.