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| **Audit** |  |  |
| **Checklists** |  |  |
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|  |  |  |
|  |  | **Shift Work Checklist** |
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**Shift Work Safety Checklist**

**YES NO**



**Keeping Safe at Work—Do You:**

◆ Take extra precautions while you’re working to account for the fact that you might not be as alert or attentive as normal?

◆ Take scheduled breaks and get up and walk around and do some light stretches to revive your energy level?

◆ Eat a light meal during your shift at a regular time that includes proteins, vegetables, and carbohydrates?

◆ Splash cold water on your face and neck if you start to feel drowsy?

◆ Avoid operating heavy machinery, driving, or handling hazardous materials if you’re fighting sleep (and instead see your supervisor right away)?

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**Getting Enough Sleep—Do You:**



 Get the normal amount of sleep you require every day (this may be ❏ ❏ more or less than the standard eight hours, depending on your needs)?

◆ Go to bed at the same time every day?

◆ Go to sleep as soon as possible after returning from a night shift?

◆ Keep your room dark by using shades, curtains, or blinds (and/or wear eyeshades) if you sleep during the day?

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| ◆ Maintain a quiet sleeping environment by turning off phones near | ❏ ❏ |
| your bedroom, if possible? |  |

◆ Ask other household members to respect your sleep time? ◆ Wear earplugs or turn on a fan, if necessary, to mask noise?

◆ Stop drinking caffeine at least four hours before you go to bed?

◆ Refrain from smoking or drinking alcohol before going to bed (they can disrupt sleep patterns)?

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| ◆ Avoid eating a big meal, or rich spicy food, before bedtime? | ❑ | ❑ |
| ◆ | Relax and unwind for a little while before trying to sleep? | ❑ | ❑ |
| ◆ | Consult your doctor if sleeping problems persist? | ❑ | ❑ |

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| **Checklists** |  |  |
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|  |  | **Shift Work Checklist** |
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**YES NO**

**Maintaining a Healthful Diet—Do You:**



 Eat three balanced, nutritious meals a day? ❏ ❏

 Limit your intake of fried, greasy, or spicy foods (which are hard to ❏ ❏

digest and can keep you awake)?

◆ Make sure your diet includes vegetables, protein, fruit, and complex carbohydrates (rice, pasta, whole grains)?

◆ Avoid too much snacking on foods that are high in sugar, fat, salt, or caffeine?

◆ Drink enough water to avoid dehydration (which can make you feel tired)?

**Making Time for Exercise and Recreation—Do You:**



◆ Take time out every day for a little exercise and recreation?

◆ Maintain an exercise program that suits your age, lifestyle, and physical condition?

◆ Avoid strenuous exercise just before going to sleep (it can energize you and keep you awake)?

◆ Consult your physician for advice before beginning an exercise program?

**Dealing with Family Issues—Do You:**

◆ Discuss conflicting schedules with family members and try to work out mutually agreeable compromises?

◆ Make time every day to get together with family members individually or as a group to enjoy quality time (even if it’s just a few minutes)?



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◆ Regularly discuss problems, achievements, plans, etc., with all family members?

◆ Try to eat a meal together whenever possible, even if it’s only breakfast?

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 Plan household chore assignments together so that all jobs get done ❑ ❑ and work is fairly distributed?

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| **Checklists** |  |  |  |
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 Make sure that children know who they can turn to when they need help and you are not available because of your schedule (neighbors, relatives, etc.)?

**YES NO**

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◆ Ask for the family’s cooperation so that you can get the sleep and relaxation you need to be prepared to work safely and productively?

◆ Assess your time and energy realistically so that you don’t make promises to family members that you can’t keep because of the demands of your schedule?

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