



ARE YOU WILLING TO DONATE  
TWO WORK WEEKS A YEAR?



If you start your shift just fifteen minutes early or not take your 15 minutes break every day, by the end of one year, you will have donated the equivalent of almost 2 full work-weeks.

# WORKLOAD JOURNAL

*FOR HEU MEMBERS*

Name: \_\_\_\_\_

Site: \_\_\_\_\_

Department: \_\_\_\_\_

## WORKLOAD PREAMBLE

Workload is an Occupational Health and Safety issue. To assist you in making it easier to track unsafe workload the OH&S department at HEU has created this Workload Journal.

The information recorded in this journal can be used to report unsafe workload to your HEU Occupational Health & Safety Steward,

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## WORKLOAD CHECKLIST

- Report to your supervisor
- Ask supervisor to prioritize your work (your employer is responsible to direct the work force)
- Document any work not completed in communication book
- Communicate to oncoming shift what work was not completed due to workload
- Complete workload journal entry
- Give a copy of the journal entry to the HEU OH&S steward

Date \_\_\_\_\_ Shift \_\_\_\_\_

Reason for excessive workload (short staffed, flu outbreak etc)

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Reported to Supervisor  Yes  No *(if no explain)*

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Supervisor's name \_\_\_\_\_

Time reported \_\_\_\_\_

Did you take your breaks as scheduled?  Yes  No

Did you miss any breaks?  Yes  No

If Yes, which break(s) \_\_\_\_\_

Do you feel any physical symptoms of excessive workload, example: sore back, shoulders etc?  Yes  No

If yes, have you reported these symptoms to WorksafeBC, 1-888-967-5377, and/or your employer as per the employer's policy on reporting injuries at work?  Yes  No

If No, reason?

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Other comments

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