

# WORK OVERLOAD



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### THE WORK OVERLOAD DIARY

Work overload can be caused by having too much work to do, being given tasks to complete without notice that add to your daily workload or being given tasks that require skills that you do not have. Work overload can lead to fatigue and stress.

The best way to collect evidence to use to reduce your workload is a daily diary that records the work demands made on you. A proforma diary is attached. We suggest you photocopy 30 pages then use one diary entry per day to document the work overload you are experiencing.

If other people are suffering work overload, give them a copy of the diary and ask them to record their details. After all, collective action is always more effective than individual action.

It is important to record the paid and unpaid hours performed to provide an accurate picture that represents the real hours you work to do the job.

It is also useful to record information on the impact of the work on you. Following are some well documented effects of work overload:

- Difficulty in setting aside time for breaks
- Difficulty in accessing annual leave
- Difficulty in balancing work and family responsibilities
- Feeling unreasonably pressured at work
- Feeling overwhelmed or exhausted at work

- Working unpaid hours
- Difficulty in accessing training
- Suffering from work related anxiety and stress
- Difficulty in sleeping at night
- Increased alcohol and/or drug intake (this includes prescription drugs)
- Withdrawal from personal relationships and social activities
- Difficulty in accessing other forms of leave such as bereavement and carers leave

It is important that you accurately record the hours and the work that you perform.

You can also encourage other workers in your area to complete a workload diary to show common patterns and causes of work overload. This evidence can be used to raise your concerns through your Occupational Health and Safety Representatives.

You do not have to accept too much work just to keep your job. Work overload is having more work than you can reasonably do in your normal working hours. Work overload is a health hazard.

### Don't be a target

If you think you are being affected by work overload talk to your OHS Representative or your union organiser.

*The Work Overload Diary was developed by the Community and Public Sector Union as part of a campaign to combat work overload.*

