

| Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL | |
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| Section: G. Emergency Medical Services | Effective Date: Sept. 14, 2009 |
| Topic: 4. Operations Directives | Replaces: April 1, 2007 |
| Subject: 19. Rest Periods | |
| Policy No. G.4.19. | Page 1 of 2 |

PURPOSE

To ensure adequate rest periods between hours of work.

APPLICATION

Paramedics, EMAs, Management

PROCEDURE

Staff shall not allow themselves to be scheduled or accept shifts for duty without at least eight (8) hours of rest between shifts, **including other workplaces**, except in an emergency situation that is approved by Management.

ON DUTY

Employees may rest while on duty on the furniture provided by the employer under the following conditions:

1. All cleaning of the station is complete.
2. The ambulance must be clean, fully stocked and ready to respond to calls at all times.
3. The direct phone to C.A.C.C. must be answered by the second ring in the proper manner.
4. Both crew members must be in the ambulance and the ambulance must be mobile from the station within ninety (90) seconds after receipt of the call. This will be monitored and measured by the time of C.A.C.C. notification to time of actual departure electronic.
5. Employer provided beds & bedrooms will not be utilized during the hours of 0700 – 2300 unless the employee completed a call back between 0000 – 0700 hours the night previous.

ON CALL

If an employee is remaining at the station during the on-call portion of the scheduled shift, the following will apply regarding the wearing of uniforms. In the interest of public perception and professionalism, when staying at the station during on-call hours, employees are to remain in uniform until 2300hrs. After that time, employees may change into more casual attire that would be considered tasteful in adherence to harassment policies, as not to offend your partner, and appropriate that in the event you need to answer the door to the building.

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Personal beds, mattresses, camp cots, cots, folding chairs or anything that might be construed as sleeping material, will not be allowed at any ambulance station unless authorized by the employer.

Crews will leave on a light in quarters for their own safety, as well as lights in the garage to indicate the station is occupied.

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| REFERENCE |
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- Policy Directive G.4.25 Reacting to Calls/Time Frame
- Policy Directive G.4.18 Uniforms