



# It's okay to put **your** **health & safety** first.

Communities rely on your wellbeing.

Say **NO** to unmanageable workloads.

Unmanageable workload is a health & safety issue —  
raise it early with your manager.



Your union is with you.

Resources & support:

[www.psa.org.nz/workload-wellbeing](http://www.psa.org.nz/workload-wellbeing)

Cut out the below cards and keep in your wallet

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# Your workload is a health and safety issue

Health and safety at work requires all of us to take action. An unmanageable workload can significantly affect whānau, mental, physical, and spiritual health. It's okay to take care of yourself. Your union is here to support you.

The Health and Safety at Work Act protects your rights. It says your employer holds most of the responsibility for keeping your workplace safe. They must provide a safe work environment and actively prevent people there getting sick or injured – including workers and patients.

The Act says you have the right to stop or refuse work you think is unhealthy or unsafe. Your employer can't punish you for using that right. It's your responsibility to raise things affecting your health or safety by telling a Health & Safety Rep, union delegate, or manager. Check your Collective Employment Agreement and workplace policies for more.

If in doubt, contact the PSA for guidance. When you reach out early, we can help resolve things at a local level.

## If you're asked to do extra work when you're at capacity, here's what you can do:

- Professionally and politely say “no sorry, I'm at full capacity. I can take on this extra work if you tell me what to defer so I have enough time to do this work.”
- If the extra work is ongoing, you and your manager must have a conversation early on about what you'll need to defer from your current workload. Record your conversation by sending an email to your manager summarizing what new work you've agreed to take on, and what work you've agreed to defer.
- Taking on extra work without deferring, delegating, or stopping anything is an unreasonable expectation – especially if it means doing voluntary overtime. If you can't reach agreement with your manager, contact the PSA.
- If your workload is causing you stress or impacting your wellbeing, you need to file a Datix or Safety First incident form as a 'near miss'. If you don't document your concern, your workload issues may not be addressed.

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- Politely decline extra work beyond your capacity.
- Talk to your manager & agree on what to deprioritize. Email them to confirm.
- If you have an unmanageable workload, file an H&S incident report for workload stress after speaking to your manager.



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