



Workload Tracking Form (revised Feb.2020)

Date of workload issue/incident: _____

Shift: Day Evening Night Other _____

Facility: _____

Department/Unit: _____

Your job classification: _____

SEIU-West has developed the Workload Tracking Form (WTF) form to identify and address workload issues in our workplaces. Please fill out a WTF for each shift when a workload-related issue arises in your workplace/unit. We continue to accept paper/faxed WTFs, but **we encourage you to fill out the form online**. Go to the "Resources" tab on the SEIUWEST.ca page, or enter tinyurl.com/t6mzqho in your browser. The online survey is smartphone-friendly, and online WTFs can be processed more quickly than a paper or faxed form.

We also encourage you to:

- discuss your workload concerns with your supervisor, to see how s/he plans to address them.
- make sure your working short incident is reported to your workplace's Occupational Health Committee (OHC).

What are the workload issues on this shift? (Check all that apply.)

- Increase in care/staff needed
- Non-replacement policy
- Working alone
- Aggressive patient/resident/client/student (P/C/R/S)
- P/R/C/S needs inaccurately accessed
- Equipment not working/more equipment needed
- Staff expected to do work they are not properly trained for
- Work not organized evenly throughout the facility
- Other (please explain): _____

When the workload issue happened, were replacement staff called? Yes No Don't know

If yes, how many replacement staff came in to work after the call?

Enough to fully fill the shift Enough to partly fill the shift None

Did your supervisor assign you extra duties because of this workload incident? Yes No

Did the supervisor prioritize/reduce your usual job duties (for example, as part of a modified work plan)? Yes No

Has your workplace OHC been informed of the issue? Yes No Don't know

Has this kind of issue happened in your workplace in the past 12 months? Yes No Don't know
Almost every day At least once a week At least once a month A couple of times

Are there enough casuals on your department's lists? Yes No Don't know

Is the posting process used to fill absences caused by vacations or leaves? Yes No Don't know

If yes, are those postings filled?

Usually Sometimes Almost never Don't know

Is your department currently training new staff on the job? Yes No Don't know

Any other comments, questions, or concerns?

