

*The Road To Preventing Drowsy Driving
Among Shift Workers
Employer Administrator's Guide*

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The Road To Preventing Drowsy Driving Among Shift Workers Employer Administrator's Guide

Program Overview

The National Highway Traffic Safety Administration (NHTSA) in cooperation with the National Center on Sleep Disorders Research (NCSDR) at the National Institutes of Health (NIH) developed an education program to address the problem of drowsy driving among persons who work beyond the typical "9 to 5" workday (shift workers). These are persons whose work schedule requires them to sleep during daylight hours. Specifically, the objective of this program is to reduce the risk of fatigue-related motor vehicle crashes by improving the quality of sleep among shift workers, both male and female.

Although no driver is immune, shift workers, those working on night or rotating shifts, are at highest risk for a drowsy driving crash, based on evidence from crash reports and self-reports about the lack of quality of sleep and driving performance. People who work shifts generally get an average of five hours of sleep per day, at least an hour to an hour-and-a-half less than non-shift workers. Sleep deprivation is a major risk factor for falling asleep at the wheel.

NHTSA estimates that over 100,000 people are killed or injured each year in crashes attributed to a driver who has fallen asleep at the wheel or who was inattentive due to severe drowsiness. NHTSA also notes such crashes are especially dangerous due to the lack of avoidance maneuvers and the generally high speeds that are often involved.

To develop this program, NHTSA conducted extensive research with shift workers, shift worker supervisors, top-level management and a panel of sleep experts from around the country. Prior to its national release, NHTSA tested this program among 20 U.S. companies, including American Airlines, Bethlehem Steel, United Parcel Service and many hospitals. As a result, these program materials and activity suggestions reflect the interests, concerns and needs of shift workers.

Employer Administrator's Guide Overview

This guide provides you with the information you need to plan and implement a workplace program to alert shift workers about the dangers of drowsy driving and provide methods to help improve their sleep. According to your experience level with workplace education programs, you may use this guide as a step-by-step resource to implement the program, a refresher course, or simply as a source of ideas. Whether or not you choose to incorporate all suggested activities into your individual program, it will be helpful for you to review the guide before embarking on your program.

Even though this program was pilot tested by 20 employers across the country, your program will be unique and influenced by your particular business size, structure and needs. The "Preventing Drowsy Driving Among Shift Workers" program is distinguished by its ability to fit into your established organizational structure, allowing you to adapt the program and make it your own. To be successful, this program uses a combination of worksite environment-based changes and communication and education activities.

This guide has been written to steer you through a comprehensive program planning and implementation process. Wherever possible, the subject areas are organized into chronological order of suggested program steps.

Overview: Steps to Implementing Your Program

Step I – Implementation Plan and Budget

Prior to beginning any program activity, and as a way of helping to ensure management's support for the program, you may want to recruit staff from different levels of the organization to create a simple implementation plan. This plan should be shared with management in order to obtain buy-in. Your plan should include:

- Program goals, objectives and strategies
- Program coordination and staffing
- Program implementation - describe worksite environment-based tools and education activities
- Budget
- Time line

For your convenience, a suggested format for this plan is provided. Please feel free to use this format or adapt it to meet your organization's needs. The sample plan is located in the Appendix.

Step II – Pre-Program Benchmarking

Prior to any program activities, you should conduct some sort of pre-program benchmarking. This will give you a baseline as to your starting point and help determine the level of effectiveness of your program to refine your program for future efforts. Details of benchmarking activities are discussed later in the guide. A sample employee questionnaire is provide for your use and is located in the Appendix of this guide. Feel free to adapt the questionnaire to meet your particular organization's needs.

Step III – Determine Worksite Environment-Based Changes and Put into Place

As part of a comprehensive program, we encourage your organization to make changes in the workplace environment that would be helpful in combating drowsy driving and increasing alertness of shift workers on the job. These changes can be as simple as using brighter lighting and cooler temperatures during the night shifts; providing nutritious food in cafeteria and vending machines; providing napping areas; access to exercise facilities or incentives for shift workers to exercise; and providing alternate transportation options for shift workers.

Step IV – Schedule Communication and Education Activities

Spend some time planning your program's communication and education training sessions, events and activities. Once you have this phase planned out, let the shift workers know the upcoming events by posting a calendar in a high visibility area such as the cafeteria or break room. Communication and education activities and a description of program materials are discussed in detail later in this guide.

Step V – Program Kickoff

Any successful program should start with a big splash. Although this event will only last one day, expect a few weeks of preparation time. Ideas and information to kick off your program are discussed later in this guide.

Step VI – Display Program Materials and Conduct Education Activities

Once your program is kicked off, distribute program materials and conduct education activities. A series of six 15-minute group education sessions are available. They are scripted to be used one at a time for a short presentation or combined for a longer training session. The training sessions are discussed in detail later in this guide. PowerPoint presentations are also available to assist you with your presentations and are saved on the enclosed disk in the back of this guide.

Step VII – Conduct Post-Program Follow-up

After the completion of your program, you should administer the questionnaire again. The questionnaire is identical to the pre-program survey that your employees completed at the beginning of this program. This data will be compared to the original data to determine how well you did and where you ended up. Details of the post-program follow-up are discussed later in the guide.

Step VIII – Prepare a Final Report and Submit to Management

The final step to your program should be preparation of a short report for management. This will help solidify your program activities, budget and outcomes. A final report template is available for your use and is located in the Appendix. Feel free to adapt this template to fit your particular organization's needs.

Program Materials

NHTSA developed a variety of materials to support the education and awareness portion of your program. From a video, to posters, brochures and tip cards, these materials will help you attract the attention of shift workers in your organization, and teach them about drowsy driving and the importance of sleep.

It is important to know that these materials are the result of extensive research with shift workers, shift work supervisors, top-level management and sleep experts around the country and were pilot tested by 20 different U.S. companies. The primary program consists of one video, six different posters, two brochures (one for shift workers and one for shift work families), a quick tip card, and educational training sessions on PowerPoint.

Video – “Wake Up and Get Some Sleep”

This seven-minute “infotainment” video seeks to increase awareness about the importance of sleep and the danger of drowsy driving, and provides shift workers with ten quick tips for getting better sleep. The video is designed to kick off the program and serve as reinforcement for other program materials. Although NHTSA does place a limit on the number of videos that can be ordered, you have an option to order a master copy and produce duplicate videos as needed. This will provide your organization with enough copies to show the video in group settings, and to allow shift workers to view it on their own or “check out” to take home to view with their families and then return the video to the company.

Brochure for Shift Workers – “Sick and Tired of Waking Up Sick and Tired?”

This comprehensive brochure educates shift workers about the importance of sleep and how it affects their driving and quality of life. The brochure covers subject areas such as circadian rhythms; the consequences and characteristics of drowsy driving; myths and warning signs of drowsy driving; and provides shift workers with action tips to getting better sleep. Additionally, it includes a “Do Not Disturb” sign for use in the

home and tips to help educate families of shift workers. It is suggested that the brochure be handed out during your first educational training session and be made available throughout the program. Shift workers should be encouraged to read this brochure, ask questions and review the brochure with their families. A limited number of brochures are available to your organization and camera-ready artwork can be provided to reproduce larger quantities as needed.

Educational Brochure for Shift Work Families – “A Wake-Up Call for the Whole Family”

This brochure discusses the difficulties families face when living with someone who is a shift worker. It stresses the importance of sleep, how shift workers are at high risk for a drowsy driving crash and provides actionable steps the household can take to help the shift worker get better sleep every day. A limited number of brochures are available to your organizations and camera-ready artwork can be provided to reproduce larger quantities as needed.

“Better Sleep” Posters for the Workplace

We have developed a series of six posters for this program. Each poster is four-color and measures 9.25" high x 26" long. These posters should be displayed in common areas where they will be seen by shift workers such as break rooms, file rooms, the cafeteria or hallways. The posters provide shift workers with various motivational messages to get better sleep, and include messages about the consequences of drowsy driving, how sleep can improve the quality of life and other general sleep education messages. In addition, each poster provides tips on how the shift worker can get more restful sleep.

Because we have provided you with six different posters, you have a few options to keep the messages fresh in your organization. You can display different posters every month or display all six posters for the entire communication and awareness portion of your program. If you choose to display all six posters at one time, it is important to rotate the posters to different areas of your organization to keep renewing the message. Select your locations carefully and make sure the posters are hung in an area that gets a lot of foot traffic and is highly visible to shift workers. A limited number of full-color posters are available to your organizations and camera-ready artwork can be provided to reproduce larger quantities as needed.

Tip Card

A “Top 10 Tips For Shift Workers” tip card is available to provide shift workers with a quick resource for information on the best sleep tips as discussed in the video, brochure and posters. The card is 3" x 9" and is printed on one side. The card should be placed in close proximity to the posters and can also be handed out to shift workers after presentations or viewing the video. It also fits in a standard business size envelope, so it can be distributed with paychecks. A limited number of tip cards are available to your organizations and camera-ready artwork can be provided to reproduce larger quantities as needed.

Benchmarking and Post-Program Follow-up

Depending on the size of your organization and your financial and staffing resources, you may choose to evaluate the success of your drowsy driving prevention program. This will help determine the level of effectiveness of your program, justify activities to management and help refine your program for future efforts.

We have provided a survey instrument for the night and rotating shift workers to complete prior to and following the implementation of the program. Please feel free to

customize the survey, delete questions, and add questions to adapt it to your particular organization's needs.

The survey as designed will take about ten minutes to complete. Most questions ask the respondent to rank response options (i.e., Strongly Disagree, Disagree, Agree, Strongly Agree, and Don't Know.)

Ideally, the pre-campaign survey should be administered prior to distribution of program materials (i.e., brochures, posters, tip sheets, videos) or conducting any educational training sessions or other campaign activities. A good strategy is to administer it the week before you are ready to kick off your program. The post-campaign survey should be administered after your program period is completed.

Depending on the size of your organization, you may choose to have all shift workers complete the survey or select a random sample of shift workers to participate. If you choose a random sample, aim for at least 100 surveys to be completed. If you have a very large organization, this number could be higher. Then tabulate the survey, record your findings and report the results to management.

The sample survey questionnaire is located in the Appendix of this guide.

Program Kickoff

When you are ready for the official beginning of your drowsy driving prevention program, make sure it starts with a splash. A kickoff of some type, especially if combined with some sort of activity, will attract the attention of shift workers and management in your organization and get everyone excited about the new program.

Give yourself plenty of lead time and plan your kickoff event carefully to ensure its success. Most of all, make it fun in order to get people to participate. You may want to consider offering some sort of incentive to increase attendance. For ideas, review the Incentive Ideas at the end of this section. To demonstrate your genuine concern for your employees, conduct the kickoff during the worker's shift. If that is not possible, plan your kickoff event before or after a shift at a convenient time for everyone. Whatever time you plan your kickoff meeting, be sure to have refreshments. Serving food is a great way to increase attendance!

At your kickoff meeting be sure to cover the following topics:

- Discuss the program goals and objectives, and explain how this training complements the organization's mission and benefits the employees.
- Describe the different education and training sessions that will be available. Explain that the sessions are designed to be no longer than 15 minutes, and offer incentives (see below) for attendance. Be sure to provide a schedule for the upcoming meetings.

Incentive Ideas

1. Offer rewards for the division or unit that participates in the Drowsy Driving Program:

- day off
- pizza party
- compensatory time
- recognition in newsletter
- VIP parking close to the building for specified amount of time

2. Give away premiums with a Drowsy Driving slogan (“Wake Up and Get Some Sleep”):
 - key chains
 - sleep masks
 - T-shirts
 - earplugs
 - white noise machines
3. Provide cash bonuses or extra vacation time for employees who participate in any aspect of the program (assessment, training sessions, etc.)
4. Use a drawing at the training sessions for prizes:
 - movie tickets, amusement park tickets
 - TVs/radios
 - gift certificates to local restaurants
 - hold a grand prize drawing to build enthusiasm

Training and Education Sessions

Six training and education sessions have been developed for you to use throughout the program. Each training session includes a scripted presentation that you can follow word-for-word, or you can adapt and customize the presentation to fit your organization’s needs and your personal style. A PowerPoint slide show that complements the scripted materials has also been developed; this can be found on the enclosed disk in the back of this guide. The slide show can also be changed or customized to meet your training needs. A copy of the PowerPoint slide show appears after each session’s script.

The training sessions are designed to be 15 minutes or less, and to encourage dialogue between your organization and the shift workers. You can hold each training session one at a time for a short meeting, or combine two or more sessions for a longer meeting.

Session topics are as follows:

- Session #1 – An Introduction to “Preventing Drowsy Driving Among Shift Workers”
- Session #2 – Learning About Sleep and Drowsy Driving and Tips to Get Home Safely
- Session #3 – Facts and Myths about Sleep and Drowsy Driving
- Session #4 – Dealing with Family and Friends
- Session #5 – Habits to Help Improve Your Sleep
- Session #6 – Group Discussion: Results and Changes

In our research, shift workers told us that it was difficult to come to work early or stay after their shift to attend meetings. For this reason, we encourage you to hold these sessions during shift hours. However, if you must hold the session either before or after the shift, we suggest that you offer an incentive to get people excited and involved. Let the shift workers know that a gift certificate or movie passes will be given away at each session. Have a bowl and get attendees to drop a piece of paper with their name on it

on their way into the session. Pick the winner at the end and give them something to look forward to! Refer to the Incentive Ideas section earlier in this guide for other ideas.

If you frequently give presentations of this nature, you can skip over the following Presentation Tips and Skills segment. However, if you are new to the public speaking arena, these tips can help you effectively deliver the important education information on drowsy driving to your shift workers.

Presentation Tips and Skills

Speaking before any audience can be challenging as well as intimidating. However, many great speakers agree that careful preparation gives the speaker confidence at the time of delivery.

- Prepare yourself to deliver the presentation by going over the script and familiarizing yourself with the topic to be discussed.
- Make sure that all your audiovisual equipment is working properly and all of the appropriate visual aids are in order and copies are made BEFORE the presentation.

Here are some things to remember to make your speech as effective and memorable as possible:

Your posture: Try not to shift from one leg to the other, fidget, or play with loose change in your pockets.

Your eye contact: Whenever you are able to, look up from your script, even if you must momentarily stop talking. An audience welcomes eye contact. Try to follow the three-second rule. That is, if you can land your eyes in contact with various members of your audience at different points for three seconds, it will enhance your rapport with the group. Naturally, you do not have to consciously think of the three seconds, but try not to simply glance up and right back down to the script again. Look up and hold contact for a couple of seconds as you make a statement or ask a question, then look back down to continue your presentation.

Your credibility and warmth: Both qualities will be projected if you are comfortable with the material and believe what you are saying.

Your clarity: Project your voice so that those who are sitting in the back can hear and understand what you are saying. Clarity also depends on how organized you are, so be sure your notes and visuals are in good order. Keep things simple and tidy.

Arrival: Arrive about 15 minutes before the session so you can arrange your materials and check out any equipment you might need.

Training Sessions

Training Session #1

(Slide #1.1)

An Introduction to the Drowsy Driving Education Series

(Slide #1.2) Do you know what the most dangerous part of your day is?

(Slide #1.3) Many sleep experts believe it's your late night and early morning drive home from work. Research has documented the serious risk you face of falling asleep at the wheel. Why is the risk so high for shift workers? Sleep researchers point to three risk factors that combine to make your commute home potentially dangerous:

- **(Slide #1.4) LACK OF SLEEP.** People who work shifts generally get an average of five hours of sleep per day, which is at least an hour to an hour-and-a-half less than non-shift workers. Being sleep-deprived is a major risk factor for nodding off at the wheel.
- **(Slide #1.5) TIME SINCE SLEEPING.** A second factor is how long someone has been awake. A worker who sleeps until 1 p.m. and gets off work at 7 a.m. is driving home after being awake for 18 hours! That's nearly twice as long as a daytime worker who wakes at 7 a.m. and drives home at 5 p.m.
- **(Slide #1.6) THE CIRCADIAN FACTOR.** Now, some of you are asking what does "circadian" mean? It literally translates to mean "about a day." The human body is governed by an internal clock called Circadian Rhythm. In each 24-hour cycle it makes you want to sleep when it's dark and be awake when it's light. It causes periods of sleepiness between midnight and 6 a.m. and again in the mid-afternoon.

This is the first of six sessions that will give you information on topics like sleep, drowsy driving and changes that you can make to help improve your quality of life.

(Slide #1.7) Future sessions include:

- Learning about sleep, drowsy driving and tips to get home safely
- Facts and myths about sleep and drowsy driving
- Dealing with family and friends
- Habits to help improve your sleep
- Group discussion: results and changes

We are going to finish our first session by watching an entertaining video called “Wake Up and Get Some Sleep.” It will give you a better understanding of some of the things that we’ll be discussing in the future. Afterwards, I’m going to give you a brochure with some ideas that you can think about before you start your commitment to getting better sleep. If you look over the brochure and have any questions, we can address them at our future sessions. Also, look for posters and tip cards in (NAME/PLACE WHERE MATERIALS HAVE BEEN DISPLAYED/PROVIDED). If you want any additional information on drowsy driving, please let me know and I can give you a list of books, phone numbers and websites that will be really helpful!

PLAY VIDEO (RUNNING TIME IS APPROXIMATELY 7 MINUTES)

HAND OUT BROCHURES

Session #1

See enclosed disk for Powerpoint presentation.

1.1

Wake Up and Get Some Sleep!

**An Introduction to
"Preventing Drowsy Driving
Among Shift Workers"**

1.2

Wake Up and Get Some Sleep!

Do you know what the most dangerous part of your day is?




1.3

The most dangerous part of your day is...

- Your late night and early morning drive home from work.
- Shift workers are at high risk for falling asleep at the wheel.

1.4


Why is your commute so dangerous?



- Lack of sleep**
 - Shift workers get an average of 5 hours of sleep a day
 - One hour to an hour-and-a-half less than non-shift workers

1.5

Why is your commute so dangerous?



- Lack of sleep**
 - Shift workers get an average of 5 hours of sleep a day
 - One hour to an hour-and-a-half less than non-shift workers

1.6

Why is your commute so dangerous?

- The Circadian Factor**
 - The human body is governed by an internal clock called "Circadian Rhythm"
 - Each 24-hour cycle makes you want to sleep when it's dark and be awake when it's light
 - Causes periods of sleepiness between midnight and 6:00 a.m. and again in the mid-afternoon

1.7

Future sessions

- Learning about sleep, drowsy driving and tips to get home safely
- Facts and myths about sleep and drowsy driving
- Dealing with family and friends
- Habits to help improve your sleep
- Group discussion: results and changes

Training Session #2

(Slide #2.1)

Learning about Sleep and Drowsy Driving

(Slide #2.2) GIVE OUT SLEEP IQ TEST AND ALLOW APPROXIMATELY 5 MINUTES TO COMPLETE. THEN REVIEW THE ANSWERS. (The sleep IQ Test is located in the Appendix.)

So, did you know snoring is a sign of sleep apnea?

That turning the radio up in the car, chewing gum and opening your car window doesn't help keep you alert when you are drowsy at the wheel?

Boredom doesn't cause sleepiness?

(Slide #2.3) You are an important and growing part of the workforce. About 20% of the workforce, more than 21 million Americans, are shift workers. (Slide #2.4) Despite the increasing reliance on shift workers, the fact remains that our bodies are not designed for night work or rotating shifts. Due to our biological rhythms we have a natural tendency to feel sleepy at night and alert during the day. Understanding how your body works and what it needs is the first step toward successfully coping with shift work.

Since our body is designed to sleep at night, shift work can be a real challenge. We are biologically programmed to follow a 24-hour rhythm, linked to sunlight and darkness, called "Circadian Rhythm." Inside our bodies, levels of natural chemicals rise and fall from daybreak to the day's end. Feelings of alertness and sleepiness shift with them. (Slide #2.5) Sleepiness or fatigue can put you at risk for problems such as:

- chronic sleep deprivation
- disrupted sleep patterns
- reduced alertness
- increased accidents on the job
- falling asleep while working or driving
- low morale, decreased motivation and job burnout
- decreased productivity

Everyone experiences a natural dip in alertness in the mid-afternoon and at night. And sleep proves most irresistible in the period between midnight and six a.m. This helps explain why 10-20% of night shift workers report falling asleep regularly at work, and usually during the

second half of the shift. **(Slide #2.6)** The highest crash rate occurs during the time of the body's natural dip in alertness.

(Slide #2.7) Coincidence? I don't think so. When you are behind the wheel of a car, being sleepy is dangerous. Drowsiness impairs driving skills. Drowsy drivers are more likely to make poor decisions, such as speeding up when slowing down would be safer. Drowsiness reduces response time and the ability to react. It also causes decreased awareness and other problems, such as tunnel vision, wandering thoughts and shortened attention span. **(Slide #2.8)** All of these things can contribute to a crash. Most people know how dangerous drinking and driving is, but did you know that driving drowsy can be just as serious?

(Slide #2.9) When you are driving, it is important to be aware of how drowsy you really are. Some of the warning signs are:

- You can't stop yawning.
- Your eyelids droop or blink frequently
- You have trouble keeping your eyes open and focused especially at stoplights.
- Your mind wanders or you have disconnected thoughts.
- You can't remember driving the last few miles.
- Your driving becomes sloppy—you weave between lanes, tailgate or miss traffic signals.
- You find yourself hitting the grooves or rumble strips on the side of the road.

(Slide #2.10) If you have found yourself doing these things even once, that's one too many! Remember things like turning up the volume of your radio, singing loudly, chewing gum or eating, getting out of the car and running around, slapping yourself and sticking your head out the window **DO NOT WORK FOR MORE THAN A MINUTE OR TWO!**

(Slide #2.11) We want you to avoid driving home drowsy. Sleep is the only preventive measure against drowsy driving. Don't attempt to drive drowsy. However, if you are drowsy, there are things that you can do to get home safely. Remember these tips:

- **(Slide #2.12)** Drink two cups of coffee, then take a short 15- to 20-minute nap. You'll get some sleep before the caffeine takes effect, and when it does, you'll wake up and be more alert for your drive home. Be sure to take a few hours when you get home to relax and unwind in order to let the effects of the caffeine wear off.

- **(Slide #2.13)** Avoid alcohol or any medications that could make you drowsy. The consumption of alcohol interacts with sleepiness to increase drowsiness and impairment.
- **(Slide #2.14)** Car pool if possible, so that you're driving home with someone else who is awake in the car, or get a ride from a family member.
- **(Slide #2.15)** Take a taxi or public transportation.
- **(Slide #2.16)** If you hit a rumble strip, it's a sure sign that you need to pull off immediately to a safe place, take a quick nap or get some coffee.

Use your knowledge of these factors to avoid safety lapses, improve your work performance and your personal life, and prevent falling asleep at the wheel!

Session #2

See enclosed disk for Powerpoint presentation.

2.1

Wake Up and Get Some Sleep!

Learning about Sleep and Drowsy Driving

2.2

How much do you know about sleep?

Test your sleep knowledge by taking the Sleep IQ Test.

2.3

The number of shift workers in the U.S. is growing.



- You are an important and growing part of the workforce.
- About 20% of the workforce, more than 21 million Americans, are shift workers.

2.4

Our bodies are designed to sleep at night.



- Shift work goes against our natural 24-hour "Circadian Rhythm."
- Levels of natural chemicals rise and fall from daybreak to day's end.
- You feel sleepy at night, alert during the day.

2.5

Shift work and sleepiness put you at risk for problems.

- Chronic sleep deprivation
- Disrupted sleep patterns
- Reduced alertness
- Increased accidents on the job
- Falling asleep while driving or working
- Low morale
- Decreased motivation and productivity
- Job burnout

2.6

The highest crash rate occurs during the time of the body's natural dip in alertness.



2.7

Coincidence? I don't think so.

- Being sleepy behind the wheel is dangerous.
- Drowsiness impairs driving skills.
- Drowsy drivers make poor decisions.
- Drowsiness reduces response time and the ability to react.
- Drowsiness causes decreased awareness, tunnel vision, wandering thoughts and shortened attention spans.

2.8

Sleepiness can lead to a motor vehicle crash!



2.9

Look for the warning signs of drowsy driving.

- You can't stop yawning.
- Your eyelids droop or blink frequently.
- You have trouble keeping your eyes open and focused especially at stoplights.
- Your mind wanders or you have disconnected thoughts.
- You can't remember driving the last few miles.
- Your driving becomes sloppy—you weave between lanes, tailgate or miss traffic signals.
- You hit rumble strips or grooves in the road.

2.10

Even one warning sign is one too many!

- These things will not keep you awake while driving.
 - Turning the volume up on the radio
 - Singing loudly
 - Chewing gum or eating
 - Getting out of the car and running around
 - Slapping yourself
 - Sticking your head out the window

2.11

Sleep is the only preventive measure against drowsy driving.



- If you find yourself behind the wheel drowsy, there are things you can do to get home safely.
- Don't attempt to drive drowsy!

2.12

Tips for getting home safely.



- Pull off the road to a safe place.
- Drink two cups of coffee and take a 15-20 minute nap.
- You'll get some sleep while the caffeine takes effect.
- When you get home, don't go to sleep right away; let the effects of the caffeine wear off.

2.13

Tips for getting home safely.

- Avoid alcohol or any medication that could make you drowsy.
- Alcohol interacts with sleepiness to increase drowsiness and impairment.



2.14

Tips for getting home safely.



- Carpool so there is someone else awake in the vehicle.
- Call a family member or friend to come pick you up.

2.15

Tips for getting home safely.

- Take a taxi or public transportation.



2.16

If you hit a rumble strip...

It is a sure sign that you need to pull off the road immediately and get some sleep!

Training Session #3

(Slide #3.1)

Facts and Myths About Sleep and Drowsy Driving

(Slide #3.2) Perhaps one of the most dangerous consequences associated with shift work is sleepiness behind the wheel. The late night and early morning drive times are the most hazardous, with the highest rate of motor vehicle crashes occurring between the hours of midnight and 6 a.m. when the body naturally experiences sleepiness. Fall-asleep crashes result in a high rate of serious injuries and fatalities for several reasons:

- (Slide #3.3) Crashes involving drivers who fall asleep occur more often on highways and roadways where speed limits are higher.
- (Slide #3.4) The driver's eyes are closed so there is NO attempt to make a corrective maneuver.
- (Slide #3.5) The driver is usually alone in the vehicle so there's no one to alert the driver to danger.

(Slide #3.6) The National Highway Traffic Safety Administration estimates that more than 100,000 crashes each year are the result of drowsy driving. Some studies show that roughly one-quarter of shift workers report having at least one crash or a close call within the last year. Let's see if the experts are right. How many of you have had a crash or close call on the way home from your shift in the past year? What were the circumstances?

TAKE A COUNT AND FIGURE OUT THE PERCENTAGE IN THE GROUP.

ASK GROUP: "Does anyone want to share a personal account about an experience with drowsy driving or falling asleep at the wheel?"

These situations can be so scary, but what can we do? I mean, we all work shift work and have to be working and driving at times of the day when our bodies want to be sleeping. Shift work has its rewards—the extra income, lack of interruptions, the sense of freedom you get working nontraditional hours, and the ability to be home with kids and family during the day. But, the biggest drawback of night work or rotating shifts is not getting enough restful sleep. It can make you tired and irritable and

hard to get through work. Worst of all, it can cause you to fall asleep behind the wheel while driving home. Although you may never be able to sleep as well as you would on a straight day schedule, understanding how sleep works can cut down on sleep problems.

(Slide #3.7) Let's take a little test to see how much you all know about sleep. Take out a piece of paper and answer true or false to the next 5 questions.

1. Coffee overcomes the effects of drowsiness while driving. True or False?
2. I can tell when I'm going to fall asleep. True or False?
3. I'm a safe driver so it doesn't matter if I'm sleepy. True or False?
4. I can't take naps. True or False?
5. Being sleepy makes you misperceive things. True or False?

Okay, let's go over the answers.

(Slide #3.8)

1. Coffee overcomes the effects of drowsiness while driving.

FALSE. Stimulants alone are no substitute for sleep. Drinks containing caffeine, such as coffee or cola, might help you feel more alert, but the effects last only a short time. If you drink coffee and are seriously sleep-deprived, you are still likely to have "micro sleeps" or brief naps that last around four or five seconds. At 55 miles per hour, that's more than 100 yards, and plenty of time to cause a crash. However, stimulants, combined with a short 15- to 20-minute nap, will increase alertness.

(Slide #3.9)

2. I can tell when I'm going to fall asleep.

FALSE. If you are like most people, you believe that you can control your sleep. In a test, nearly four-fifths of people said they could predict when they were about to fall asleep. They were wrong. The truth is, sleep is not voluntary. If you're drowsy, you can fall asleep and never even know it. You also cannot tell how long you've been asleep. When you're driving, being asleep for even a few seconds can kill you or someone else.

(Slide #3.10)

3. I'm a safe driver so it doesn't matter if I'm sleepy.

FALSE. The only safe driver is an alert driver. Even the safest drivers become confused and use poor judgment when they are sleepy. In order to be a safe driver you must have your eyes open—and that means staying off the road when you're sleepy.

(Slide #3.11)

4. I can't take naps.

FALSE. Many people insist they can't nap. Yet even people who say they're not tired will quickly fall asleep in a darkened room if they have not been getting enough sleep. If you think you can't nap, stop the car and recline for 15 minutes anyway. You may be surprised at how easily you can fall asleep once you give yourself a chance. If you're concerned about safety, plan your route so you can use well-lit rest stops or truck stops on heavily traveled roads. The busier the place you stop to rest, the less opportunity for crime. Always lock your doors and roll up your windows.

(Slide #3.12)

5. Being sleepy makes you misperceive things.

TRUE. Have you ever driven at night and seen something you thought was an animal but turned out to be a paper bag or dead leaf? That's only one of the many ways sleepy drivers misjudge their surroundings. A drowsy driver doesn't process information as fast or as accurately as an alert driver and is unable to react quickly enough to avoid a collision.

The average person needs seven or eight hours of sleep a night and may need up to nine for optimal performance. If you are getting less than that, you probably are building up a sleep debt during the week. **(Slide #3.13)** Sleep is like a credit card. You can go into debt with it. If you don't sleep enough, you "owe" more sleep to yourself. This debt can only be paid off by sleeping. You can't overcome it with willpower, and it won't go away by itself. Sleep is also like an appetite. To stop feeling hungry or thirsty, your body needs to eat or drink. To stop feeling sleepy, all your body has to do is get more or better sleep.

(Slide #3.14) The single most important key to eliminating most problems caused by shift work is to make sleep your number one priority. Just being tired is not enough to ensure good sleep. If your body is not accustomed to sleeping at a particular time, it can be hard to sleep well. This is common when you change from a day shift to an overnight shift. The answer is to set a specific bedtime for yourself.

Get good, uninterrupted sleep at the same time every day, even on your days off. And even if you can't sleep more, there are things you can do to make sure you sleep better.

Now, the goal of this session is to give you tips to help you get good, uninterrupted sleep. The more you make 10 a.m. seem as much like the rest of the world's 2 a.m. as possible, the more likely you will be able to fall asleep and stay asleep. **(Slide #3.15)** You can meet this challenge by using these helpful tips:

Make your room dark.

The body has its own natural waking/sleeping clock called the circadian rhythm. Strong light, like sunlight, is the most powerful regulator of our biological clock. These cycles determine when we are most active and when we are most inclined to rest. If you sleep during the day, you are going against this natural rhythm.

Make your room dark, like nighttime. The darker the better! Use special black-out or room darkening shades, lined drapes or wear a sleep mask to simulate nighttime. Do not use a nightlight and be sure to block the light that comes in from the doorway by rolling up a towel and laying it at the bottom of the doorway. If your alarm clock is illuminated, cover it up with a towel. Even a tiny amount of light in the room can interfere with your sleep.

Block outside sounds.

Sudden peaks of noise such as a screech of sirens, airplanes overhead, construction or a dog's barking can keep you awake. Use earplugs, a noisy fan or even turn the radio to in-between stations so the "shhhh" sound blocks out other noises and lulls you to sleep. If you use a TV, turn the brightness off or cover the screen to keep the room as dark as possible. Consider purchasing a white noise machine, which uses a steady stream of quiet sounds such as ocean waves, to help you sleep.

Lower the thermostat before going to bed. A room that is too hot or too cold can disturb your sleep. Some research shows that 60 to 65 degrees Fahrenheit or 16 to 18 degrees Celsius is ideal.

Keep a regular schedule.

If possible, go to bed and get up at the same time every day. The best way to ensure a good sleep is to stick to a regular schedule, even on your days off, holidays or when traveling.

(Slide #3.16) Sometimes making changes in your lifestyle isn't enough. If you continue to have trouble falling asleep, staying asleep or waking too early, or if you or your significant other is a chronic snorer, it is important to see your doctor. You may have a sleep disorder such as sleep apnea, periodic limb movement disorder or narcolepsy.

Sleep Apnea.

Sleep apnea is when you briefly stop breathing during sleep, usually from 10 to 60 seconds. This is accompanied by loud snoring and sudden gasping for breath. Victims may wake hundreds of times during the night without even realizing it!

Periodic Limb Movement Disorder.

People with this problem involuntarily move their legs and arms as they sleep. It can result in difficulty falling asleep, trouble staying asleep and sleepiness while awake.

Narcolepsy.

Sufferers of narcolepsy may experience a sudden wave of sleepiness and fall asleep several times during the day. The cause is unknown, although it appears to be genetic.

(Slide #3.17) Again, if you think you may have a sleep disorder, consult your doctor immediately.

Uninterrupted sleep is important to everyone's health and well-being. For shift workers, it is even more vital and difficult to get! Good sleep doesn't just happen. By following as many of these tips as possible, you should start to experience improvements in the quality of your sleep. It won't happen right away, but if you stick with it for a week or two, you'll begin to notice positive changes. Staying alert on the job will be much easier. Drowsy driving will no longer be a threat. And you'll be able to enjoy more quality time with your family and friends—and they'll enjoy you! Follow the tips we just talked about and let me know in a few weeks how it's working out.

Session #3

See enclosed disk for Powerpoint presentation.

3.1

Wake Up and Get Some Sleep!

Facts and Myths about Sleep and Drowsy Driving

3.2

Shift workers are at high risk for a drowsy driving crash!

- Late night and early morning driving times are most hazardous.
- Highest crash rate occurs between midnight and 6:00 a.m. when the body naturally experiences sleepiness.
- Fall-asleep-crashes are often fatal.

3.3

Fall-asleep-crashes are often fatal. Why?



- Fall-asleep-crashes occur more often on roadways where speed limits are higher.

3.4

Fall-asleep-crashes are often fatal. Why?



- The driver's eyes are closed so there is **NO** attempt to make a corrective maneuver.

3.5

Fall-asleep-crashes are often fatal. Why?



- The driver is usually alone in the vehicle so there is no one to alert the driver to danger.

3.6

More than 100,000 crashes a year are the result of drowsy driving.



3.7

True or False?

- Coffee overcomes the effects of drowsiness while driving.
- I can tell when I'm going to fall asleep.
- I'm a safe driver so it doesn't matter if I'm sleepy.
- I can't take naps.
- Being sleepy makes you misperceive things.

3.8

Coffee overcomes the effects of drowsiness while driving. **FALSE.**



- Stimulants alone are no substitute for sleep.
- Coffee or cola might help you feel alert, but only for a short time.
- You still could have "micro sleeps" lasting 4 to 5 seconds.
- Stimulants combined with sleep will increase alertness.

3.9

I can tell when I'm going to fall asleep. FALSE.

- You can't control or tell when you are about to fall asleep.
- Sleep is **not** voluntary.
- You can fall asleep and not even know it.
- You can't tell how long you've been asleep.



3.10

I'm a safe driver so it doesn't matter if I'm sleepy. FALSE.



- The only safe driver is an alert driver.
- Even the safest driver becomes confused or uses poor judgment when sleepy.
- A safe driver does not drive when sleepy.

3.11

I can't take naps. FALSE.



- People who say they can't nap can fall asleep quickly if they are sleep deprived.
- If you think you can't nap, pull over to a safe place and rest for 15 minutes. You will be surprised!

3.12

Being sleepy makes you misperceive things. TRUE.

- A drowsy driver does not process information as fast or accurately as an alert driver.
- A drowsy driver is unable to react quickly enough to avoid a crash.
- The average person needs 7 to 8 hours of sleep per day for optimal performance.

3.13

Sleep is like a credit card.

- You can go into debt.
- Sleep debt can only be paid off by sleeping.
- You can't overcome sleep by willpower.
- To stop feeling sleepy, your body needs to sleep.



3.14

Make sleep your number one priority.



3.15

Tips to help you get better sleep.

- Make your room dark—just like nighttime. The darker the better.
- Block outside sounds by wearing earplugs or using a noisy fan.
- Lower the thermostat to 60 to 65 degrees before going to bed.
- Try to stick to a regular sleep schedule, even on your days off.

3.16

If lifestyle changes aren't enough, you may have a sleep disorder.

- **Sleep Apnea:** you stop breathing during sleep from 10 to 60 seconds accompanied by loud snoring.
- **Periodic Limb Movement Disorder:** involuntary movement of legs and arms during sleep resulting in difficulty staying asleep.
- **Narcolepsy:** sudden wave of sleepiness and fall asleep several times during the day.

3.17

If you think you may have a sleep disorder, call you doctor.

An illustration showing a doctor in white scrubs standing and talking to a patient who is sitting in a chair. The scene is set against a dark, irregular background shape.

Training Session #4

(Slide #4.1)

Dealing with Family and Friends

(Slide #4.2) Shift workers have to think about so many things differently than 9-to-5 workers. Family and social life are no exception. Families of shift workers consider themselves shift workers too. You are not alone in experiencing occasional frustration with your family and social life due to the nontraditional hours that you work. A lot of shift workers have difficulty maintaining friendships, keeping kids quiet during the day, accomplishing things around the house, and finding time for a satisfying marriage. Shift workers who emphasize communication and plan effectively have shown that shift work and family can mix.

(Slide #4.3) Better family communication means better sleep. The goal is to make the most of the time you spend together as a shift worker family. So here are some tips everyone in the house can follow:

(Slide #4.4)

- **Hold regular family meetings, once or twice a week.**
 - Discuss problems or concerns about your schedule together as a family, or anything else that comes up. Open up the lines of communication.
 - Try to deal with minor problems early on, before they become major problems.
 - Determine solutions together as a family. Be receptive to all ideas.

(Slide #4.5)

- **Keep household members in touch with you, and each other.**
 - Set up a bulletin board in your house where everybody can leave you notes, school work, drawings, photographs, cartoons, reminders, anything else to help catch you up on daily events.
 - Rent or purchase a camcorder to capture special moments you may miss such as birthday parties, Little League games and school recitals.

- Designate a time each week to relax and talk with your partner.
- Plan a “family day” once a month.
- Schedule family events and get-togethers on your day off when you are normally awake, such as breakfast or early lunch.

(Slide #4.6)

- **Ensure your family feels safe at night when you are on the job.**
 - Install a home security system.
 - Get a large guard dog.
 - Keep emergency phone numbers (i.e., 911 fire, police) handy by your bedside telephone.

ASK THE GROUP:

“HAS ANYBODY USED ANY OF THESE TIPS ALREADY?” “HAVE YOU FOUND THAT A PARTICULAR ACTION HELPS?”

“DOES ANYONE WANT TO SHARE OTHER METHODS OF DEALING WITH FAMILY AND FRIENDS OR FAMILY ACTIVITIES OR RITUALS THAT WORK FOR YOU?”

With all of these tips, communication is the key. You need to communicate often and clearly, and plan effectively to maintain happiness in your personal life.

(Slide #4.7) Shift workers who are single have different problems to cope with. They often have trouble maintaining a satisfying social life. But you guessed it, I have some tips for you, too!

- Seek out sports that don’t require a set schedule like bowling, skiing or tennis. These activities may work out better than a softball or volleyball league.
- Work out at a coed gym.
- Attend workshops or hobby clubs that interest you on your days off. You’ll definitely have something in common with the people you meet.
- Volunteer with an organization that interests you.
- Socialize with co-workers. They’ll have free time when you do.

- If there is an upcoming event such as a party or concert that means a lot to you, try to arrange to get the night off well in advance. The further in advance you notify your supervisor, the more likely coverage can be worked out.

(Slide #4.8) While being alert on the job, and sleeping well during your off-hours are critical to a healthy life, so is having a well-balanced home and social life. Reverting to an awake-by-day and sleep-by-night schedule is not the answer. Ask for understanding from your family and friends and try some of these tips to help improve your life outside of work. Also, you should understand that shift work is hard for the family too. Take some time to share some of the things that you have learned in these sessions with your families; the more they know about the challenges that you face as a shift worker, the more understanding they can be.

HAND OUT FAMILY BROCHURE “A WAKE-UP CALL FOR THE WHOLE FAMILY” AND ENCOURAGE THE SHIFT WORKERS TO TAKE IT HOME AND REVIEW IT WITH THEIR FAMILY.

Session #4

See enclosed disk for Powerpoint presentation.

4.1

Wake Up and Get Some Sleep!

Dealing with Family and Friends

4.2

Shift work can be difficult on family and social life.

- You are not alone in your frustration.
- Communication and careful planning are key to mixing family, friends and shift work.



4.3

Better communication means better sleep.

- The goal is to make the most of the time you spend together as a shift work family.
- Follow these tips the whole family can sleep on.



4.4

Hold regular family meetings, once or twice a week.

- Open up the lines of communication.
- Discuss problems or concerns about your schedule.
- Deal with minor problems early on, before they become major problems.
- Determine solutions together as a family.
- Be receptive to all ideas.

4.5

Keep household members in touch with you, and each other.

- Set up a bulletin board in your house where everyone can leave you notes, school work, drawings, reminders.
- Rent or purchase a camcorder to capture special moments you may miss.
- Designate a time each week to relax with your partner.
- Plan a "family day" once a month.
- Schedule family events and gettogethers on your day off.

4.6

Ensure your family feels safe when you are on the job.



- Install a home security system.
- Get a large dog.
- Keep emergency phone numbers handy by your bedside.

4.7

Single life is tough for shift workers too.

- Seek sports that require no set schedule such as bowling or tennis.
- Work out at a good gym.
- Attend workshops or hobby clubs on your days off.
- Volunteer.
- Socialize with co-workers or other shift workers.
- Work with your supervisor well in advance to request rights off for special occasions.

4.8

You can have a well-balanced home, work and social life.

- Ask for understanding from your family and friends.
- Communicate.
- Understand that shift work is hard on your family too.



(Slide #5.1)

Habits to Help Improve Your Sleep

(Slide #5.2) The good news is that shift workers can take action to prevent or minimize difficulty sleeping. If you are one of the 75 percent of shift workers who report feeling sleepy every night shift, why not do something about it today? Here are some things you can do to help improve your sleep:

- **(Slide #5.3) MAINTAIN OR IMPROVE YOUR OVERALL HEALTH.** Eat well and establish a regular exercise routine. It can be as simple as a 20- to 30-minute walk, jog, swim or bicycle ride three times a week. Remember, exercising too close to bedtime may actually keep you awake because your body has not had a chance to unwind. Allow at least three hours between working out and going to bed.
- **(Slide #5.4) AVOID CAFFEINE SEVERAL HOURS BEFORE GOING TO BED.** Its stimulating effects will peak two to four hours later and may linger for several hours more.
- **(Slide #5.5) AVOID ALCOHOL BEFORE GOING TO SLEEP.**
It may make you fall asleep faster, but it can make it much harder to stay asleep. As the immediate effects of the alcohol wear off, it deprives your body of deep rest and you end up sleeping in fragments and waking up often.
- **(Slide #5.6) KNOW THE SIDE EFFECTS OF MEDICATIONS.** Some medications can increase sleepiness and make it dangerous to drive. Other medications can cause sleeping difficulties as a side effect. Ask your doctor or pharmacist about your prescriptions!
- **(Slide #5.7) CHANGE THE TIME YOU GO TO SLEEP.** After driving home from work, don't go right to bed. Take a few hours to unwind and relax.
- **(Slide #5.8) DEVELOP A RELAXING SLEEP RITUAL.** Before going to sleep, try taking a warm bath, listening to soothing music or reading until you feel sleepy – but don't read anything

too exciting or stimulating.

- **(Slide #5.9)** DON'T MAKE BEDTIME THE TIME TO SOLVE PROBLEMS. Try to clear your mind. Make a list of things you are concerned about or need to do the next day so you don't worry about them while you're trying to sleep.

GIVE THE GROUP A CHANCE TO DISCUSS SOME OF THE THINGS THEY DO TO GET BETTER SLEEP, I.E., BEDTIME RITUALS, EXERCISE TIPS, ETC.

(Slide #5.10) Most of all, give it a chance to work. By following as many tips as possible, you should start to experience improvements in the quality of your sleep. It won't happen right away, but if you stick with it for a week or two, you'll begin to notice positive changes. After trying these tips, and if you still don't feel better, you may need to see your doctor.

Session #5

See enclosed disk for Powerpoint presentation.


5.1

Wake Up and Get Some Sleep!

Habits to Help Improve Your Sleep

5.2


Good news for shift workers!




- You **do not** have to be among the 75% of shift workers who feel sleepy every day.
- You can take action to minimize sleeping difficulties.
- Do something about it today!

5.3

Better sleep tips.




- Maintain or improve your overall health.
- Eat well and get exercise at least three times a week.
- Allow at least three hours between exercise and bedtime.



5.4

Better sleep tips.




- Avoid caffeine several hours before going to bed.
- Its stimulating effects will peak two to four hours later and may linger for several hours more.

5.5


Better sleep tips.

- Avoid alcohol before going to bed.
- It may make you fall asleep faster, but will make it harder to stay asleep.
- Alcohol deprives your body of deep rest and you end up sleeping in fragments.



5.6


Better sleep tips.



- Know the side effects of medications.
- Some medications can increase sleepiness and make driving dangerous.
- Others can cause sleeping difficulties.
- Read all labels and talk to your doctor.

5.7


Better sleep tips.



- Change the time you go to sleep.
- After driving home from work, don't go to bed right away.
- Take a few hours to unwind and relax.

5.8

Better sleep tips.



- Develop a relaxing sleep ritual before bed.
- Take a warm bath.
- Listen to soothing music.
- Read until you feel sleepy (but nothing too exciting or stimulating).

Better sleep tips.



- Don't make bedtime the time to solve problems.
 - Try to clear your mind.
 - Make a list of things you are concerned about or need to do the next day so you don't worry about them when you are trying to sleep.

Give it a chance to work.



- Try these tips for a few weeks and you should notice changes in how you feel.
- After trying these tips, if you still don't feel better, you may need to see your doctor.

Training Session #6

(Slide #6.1)

Group Discussion—Results and Changes

For some time now we have been discussing the drawbacks of shift work and how to handle them. However, it's important to recognize that shift work has advantages too. I thought it would be helpful if we highlighted the benefits of shift work.

ASK GROUP FOR THEIR THOUGHTS ON THE BENEFITS OF SHIFT WORK.

(Slide #6.2) We all have different reasons for working at night: public places are less crowded during the daytime, you can breeze through the mall or the grocery store without waiting on long lines, movie theaters offer daytime discounts and you don't have to worry about people rushing you through the golf course!

By working at night, you also avoid one of the worst daytime nightmares - TRAFFIC!!! Late at night, the roads are empty, and if your shift ends at 7 or 8 in the morning, you can cruise home while traffic lines up in the other direction.

Other benefits include:

- If you have children, shift work can allow you to be home with children during the day.
- You can see your children's daytime events such as recitals and soccer games without having to take off from work.
- It's easy to schedule personal business such as doctor's appointments and car repairs without interfering with work.
- Doing your job at night means you can do your job away from the high- pressure atmosphere that sometimes exists in the daytime.
- On 12-hour shift schedules, you get frequent days off, allowing you to pursue hobbies and spend time with your family and friends.

(Slide #6.3) Since we are nearing the end of our Drowsy Driving Program, I want you all to have a chance to discuss with each other some

of the things that you have learned from these sessions and how this information has made changes in your lives. Sharing stories and helpful lessons with each other is important. We can motivate one another to make positive changes that can keep us safe and happy while coping with the challenges of shift work. **(Slide #6.4)**

6.1

Wake Up and Get Some Sleep!

Group discussion: results and changes

6.2

Shift work has advantages.

- Public places are less crowded in the daytime.
- Movies are at a discount during the day.
- Less traffic!
- Child care is easier.
- You can attend daytime events such as a soccer game without taking time off from work.
- Tending to personal business such as car repairs is easier.
- Night work is often less stressful.
- Others?

6.3

What have we all learned?



- Sharing stories and lessons learned with each other is important.
- We can motivate one another to make positive lifestyle changes that will keep us safe and happy.

6.4

Wake Up and Get Some Sleep!

Group discussion



DROWSY DRIVING PREVENTION PROGRAM

SAMPLE SITE IMPLEMENTATION PLAN

Program Coordinator: _____

Phone Number: _____ E-mail: _____

Date: _____

I. Program Goals, Objectives, and Strategies

After reviewing the goals and objectives of the Drowsy Driving program in the introductory section of the Administration Guide, do you have any additional goals, objectives, or strategies for this program? If so, what are they?

II. Program Coordination

A. Briefly explain how you will be organizing the program, including a breakdown of committees and/or staff who will help implement the program. Include your plan for coordinating internal communication with these various groups.

B. Describe your plan for enlisting the support of the program in your organization or the organization you represent.

III. Program Implementation

A. Describe the communication and education activities of your planned program. Include plans for materials distribution, the program kickoff, as well as any special events, presentations, seminars, or promotions being planned. Also include any strategies and activities for reaching the families of shift workers.

- B. Describe the worksite environment-based tools the organization plans to implement during the program (i.e., bright lights for night work environment, availability of nutritious foods, nap/sleep areas, access to workout facilities, worker self-scheduling, alternate transportation, etc.) Be sure to let shift workers know about the changes your organization is making.

IV. Budget

- A. List predicted program expenses. Expenses may include but are not limited to:

Worksite environment-based changes and associated costs
Coordinator salary
Phone
Postage
Production of additional program materials (beyond quantities provided)
Costs associated with evaluation activities
Kickoff event
Meetings and training
Miscellaneous

Total program costs:

V. Time Line

Create a planned program time line, using the following Program Implementation Steps. Customize this plan to fit your particular organization's needs.

- Step 1 - Site Implementation Plan and Budget
- Step 2 - Pre-Program Benchmark
- Step 3 - Determine Worksite Environmental-Based Changes and Put in Place
- Step 4 - Schedule Communication and Education Activities
- Step 5 - Program Kickoff
- Step 6 - Display Program Materials and Conduct Education Activities
- Step 7 - Conduct Post-Program Follow-up and compare with pre-program results
- Step 8 - Write Final Report and Submit to Management

Drowsy Driving Prevention Program

Pre- and Post-Campaign Benchmark

Directions: This questionnaire asks you to provide us with some information about your sleeping and driving behaviors. The responses that you provide are of interest to this organization as we plan various education programs for employees. For each question, place a check by the most appropriate answer option. Completion of this form is voluntary. All responses are confidential and no names are used.

1. How do you commute to and from work? (Please check one answer.)
 - Drive alone
 - Carpool
 - Public transportation
 - Other (please specify) _____

2. How much sleep do you regularly get in a given 24-hour period? (Please check one answer.)
 - 8 to 9 hours
 - 6 to 7 hours
 - 4 to 5 hours
 - under 4 hours

3. Listed below are some statements commonly made about sleep and sleepiness. For each statement, please indicate if you strongly disagree, disagree, agree, or strongly agree. (Please circle your answer.)
 - a. You can function on one or two fewer hours of sleep a night.

| | | | | |
|-------------------|----------|-------|----------------|------------|
| Strongly Disagree | Disagree | Agree | Strongly Agree | Don't know |
|-------------------|----------|-------|----------------|------------|

 - b. The older you get, the fewer hours of sleep you need.

| | | | | |
|-------------------|----------|-------|----------------|------------|
| Strongly Disagree | Disagree | Agree | Strongly Agree | Don't know |
|-------------------|----------|-------|----------------|------------|

 - c. Most people know when they are sleepy.

| | | | | |
|-------------------|----------|-------|----------------|------------|
| Strongly Disagree | Disagree | Agree | Strongly Agree | Don't know |
|-------------------|----------|-------|----------------|------------|

 - d. You never adjust to night shift work.

| | | | | |
|-------------------|----------|-------|----------------|------------|
| Strongly Disagree | Disagree | Agree | Strongly Agree | Don't know |
|-------------------|----------|-------|----------------|------------|

 - e. People need at least eight hours of sleep to be alert.

| | | | | |
|-------------------|----------|-------|----------------|------------|
| Strongly Disagree | Disagree | Agree | Strongly Agree | Don't know |
|-------------------|----------|-------|----------------|------------|

 - f. A healthy diet and lifestyle promote good sleep.

| | | | | |
|-------------------|----------|-------|----------------|------------|
| Strongly Disagree | Disagree | Agree | Strongly Agree | Don't know |
|-------------------|----------|-------|----------------|------------|

 - g. It is best to go to sleep within three hours of getting home from work.

| | | | | |
|-------------------|----------|-------|----------------|------------|
| Strongly Disagree | Disagree | Agree | Strongly Agree | Don't know |
|-------------------|----------|-------|----------------|------------|

 - h. To be fully rested you need to go to sleep at the same time every day.

| | | | | |
|-------------------|----------|-------|----------------|------------|
| Strongly Disagree | Disagree | Agree | Strongly Agree | Don't know |
|-------------------|----------|-------|----------------|------------|

 - i. Lost sleep can be made up on your days off.

| | | | | |
|-------------------|----------|-------|----------------|------------|
| Strongly Disagree | Disagree | Agree | Strongly Agree | Don't know |
|-------------------|----------|-------|----------------|------------|

 - j. Driving while drowsy is as dangerous as driving under the influence of alcohol.

| | | | | |
|-------------------|----------|-------|----------------|------------|
| Strongly Disagree | Disagree | Agree | Strongly Agree | Don't know |
|-------------------|----------|-------|----------------|------------|

k. A drink or two of alcohol before going to bed promotes good sleep.

Strongly Disagree Disagree Agree Strongly Agree Don't know

l. People can sleep as well during the day as they do at night.

Strongly Disagree Disagree Agree Strongly Agree Don't know

4. Below are some techniques that people report using to stay awake while driving. Please indicate how well you feel these techniques work in fighting off sleepiness while driving. (Please circle your answer.)

a. Drinking caffeine.

Never Works Rarely Works Often Works Always Works Never Tried

b. Getting out of the car and walking around.

Never Works Rarely Works Often Works Always Works Never Tried

c. Driving with the windows down.

Never Works Rarely Works Often Works Always Works Never Tried

d. Playing loud music.

Never Works Rarely Works Often Works Always Works Never Tried

e. Hitting or slapping yourself.

Never Works Rarely Works Often Works Always Works Never Tried

f. Eating or chewing while driving.

Never Works Rarely Works Often Works Always Works Never Tried

g. Pulling off the road and taking a nap.

Never Works Rarely Works Often Works Always Works Never Tried

h. Talking to a passenger.

Never Works Rarely Works Often Works Always Works Never Tried

i. Talking or singing to yourself.

Never Works Rarely Works Often Works Always Works Never Tried

j. Other techniques that you have found useful. Please specify:

5. How often during the last month have you used the following techniques to improve you sleep? (Please circle your answer.)
- a. Turned the telephone off or down so that you can't hear it.
- Never Rarely Occasionally Frequently
- b. Kept the bedroom cool while sleeping.
- Never Rarely Occasionally Frequently
- c. Used room-darkening shades in the bedroom to block daytime light.
- Never Rarely Occasionally Frequently
- d. Used eye shades or a face mask to block daytime light.
- Never Rarely Occasionally Frequently
- e. Used a masking noise (such as a "white noise" machine, fan, TV or radio as background noise) to block out disturbing outside/daytime sounds?
- Never Rarely Occasionally Frequently
- f. Used earplugs.
- Never Rarely Occasionally Frequently
- g. Used relaxation techniques such as reading, taking a warm bath or listening to soothing music before going to bed.
- Never Rarely Occasionally Frequently
- h. Taken an over-the-counter sleep medication or consumed alcohol before bed.
- Never Rarely Occasionally Frequently
- i. Other techniques you have used? Please specify:
- _____
- _____
- _____
- _____
- _____
6. How often do you take naps?
- _____ Frequently
- _____ Occasionally
- _____ Never
7. How dark is the room you sleep in?
- _____ Pitch Black
- _____ Pretty Dark
- _____ Dim
- _____ Light
- _____ Bright
8. In the last month, have you talked with your family or household members about how they can help you get better sleep?
- _____ Yes
- _____ No
- _____ Not Applicable

9. In the last year, have you had a driving incident because you dozed off or were too tired to drive.

Yes

No

Have not driven in the past year.

10. In the last month, have you discussed the dangers of drowsy driving with any co-workers?

Yes

No

DROWSY DRIVING PREVENTION PROGRAM

SAMPLE FINAL REPORT

Program Coordinator: _____

Phone Number: _____ Email: _____

Date: _____

I. Program Time Line

Please fill in the approximate dates of the following components of your Drowsy Driving Program:

A. Pre-Program Benchmark: _____

B. Program Implementation: _____

C. Post-Program Benchmark: _____

II. Communication and Education Activities

A. Please describe communication and education activities implemented on behalf of this program.

B. Explain the results of each of the above; describe successes and lessons learned.

C. If you were to conduct this program again, what would you do differently?

III. Worksite Environment-Based Tools

A. Please describe any worksite environment-based tools implemented on behalf of this program.

B. Explain the results of each of the above; describe successes and lessons learned. Indicate which tools will continue after program is completed.

C. If you were to change how the organization implemented the various environmental-based tools, what would you do differently?

IV. Other

Describe any other activities of your program and its results. Other activities may include any shift worker family or community-based activities.

V. Total Program Expenses

List your program expenses in the following general categories:

- Coordinator salary
- Phone
- Postage
- Production of additional program materials (beyond quantities provided)
- Costs associated with evaluation activities
- Kickoff event
- Meetings and training
- Miscellaneous

Total program costs:

VI. Summary Comments

A. What were the highlights of your program? What elements were successful and why?

B. What were the pitfalls of the program, if any? How did you respond to these?

C. If you were to implement the Drowsy Driving program again, what would you do differently?

Sleep IQ Test

The following statements will test how much you know about sleep. Please select True or False for each statement and be sure to check your answers on the back.

1. During sleep, your brain rests.
TRUE FALSE
2. You cannot learn to function normally with one or two fewer hours of sleep at night than you need.
TRUE FALSE
3. Boredom makes you feel sleepy, even if you have had enough sleep.
TRUE FALSE
4. Resting in bed with your eyes closed cannot satisfy your body's need for sleep.
TRUE FALSE
5. Snoring is not harmful as long as it doesn't disturb others or wake you up.
TRUE FALSE
6. Everyone dreams every night.
TRUE FALSE
7. The older you get, the fewer hours of sleep you need.
TRUE FALSE
8. Most people don't know when they are sleepy.
TRUE FALSE
9. Raising the volume of your radio will help you stay awake while driving.
TRUE FALSE
10. Sleep disorders are mainly due to worry or psychological problems.
TRUE FALSE
11. The human body never adjusts to night shift work.
TRUE FALSE
12. Most sleep disorders go away even without treatment.
TRUE FALSE

SCORING

| | | | |
|-------|---------|---|---|
| 11-12 | correct | A | Congratulations, you're a sleep genius! |
| 8-10 | correct | B | Not bad! Learn more facts about sleep to improve your life. |
| 4-7 | correct | C | Study the answers on the back and you'll see why sleep is so important! |
| 1-3 | correct | D | It's never too late to learn about sleep! Why not start now? |

Sleep IQ Test Answers

1. **False.** While your body rests, your brain doesn't. An active brain during sleep prepares us for alertness and peak functioning for the next day.
2. **True.** The need for sleep is biological. While children need more sleep than adults, how much sleep any individual needs is genetically determined. Most adults need eight hours of sleep to function at their best. How to determine what you need? Sleep until you wake on your own...without an alarm clock. Feel rested? That's your sleep requirement. You can teach yourself to sleep less, but not to need less sleep.
3. **False.** When people are active, they usually don't feel sleepy. When they take a break from activity, or feel bored, they may notice that they are sleepy. However, what causes sleepiness most is sleep loss: not getting the sleep you need. Adults who don't get enough good sleep feel sleepy when they're bored. Boredom, like a warm or dark room, doesn't cause sleepiness, it merely unmasks it.
4. **True.** Sleep is as necessary to health as food and water, and rest is no substitute for sleep. As noted above, sleep is an active process needed for health and alertness. When you don't get the sleep you need, your body builds up a sleep debt. Sooner or later, this debt must be paid...with sleep. If you drive when you're sleepy, you place yourself and others at risk because drowsy drivers can fall asleep at the wheel with little or no warning.
5. **False.** Snoring may indicate the presence of a life-threatening sleep disorder called sleep apnea. People with sleep apnea snore loudly and arouse repeatedly during the night, gasping for breath. These repeated awakenings lead to severe daytime sleepiness, which raises the risk for accidents and heart problems. Yet 95% of those with sleep apnea remain unaware that they have a serious disorder. The good news: With treatment, patients can improve their sleep and alertness, and reduce their risk for accidents and health problems. Physicians and sleep specialists should be consulted.
6. **True.** Though many people fail to remember their dreams, dreaming does occur for every person, every night. Dreams are most vivid during REM or rapid eye movement sleep.
7. **False.** Sleep need remains unchanged throughout adulthood. Older people may wake more frequently through the night and may sleep less, but their sleep need is no less than during young adulthood. When older people sleep less at night, they tend to sleep more during the day. Sleep difficulties are not a normal part of aging, although they are all too common. If poor sleep habits, pain or health conditions make sleeping difficult, a physician can help.
8. **True.** Most people don't know when they're sleepy. Researchers have asked thousands of people over the years if they're sleepy, only to be told no...just before the individuals fell asleep! What does this mean? Many people don't know if they are sleepy, when they are sleepy, or why they are sleepy. When driving, don't think you can tough it out if you're sleepy but only a few miles from your destination. If you're sleepy enough, you can fall asleep...anywhere.
9. **False.** If you're having trouble staying awake while driving, the only short-term solution is to pull over at a safe place and take a short nap or have a caffeinated drink. Doing both—for example, drinking coffee, then napping before the caffeine kicks in—may be even better. However, the only long-term solution is prevention...starting out well rested after a good night's sleep. Research shows that loud radios, chewing gum and open windows fail to keep sleepy drivers alert.
10. **False.** Stress is the number one reason people report insomnia (difficulty falling or staying asleep). However, stress accounts for only a fraction of the people who suffer either chronic insomnia or difficulty staying alert during the day. Sleep disorders have a variety of causes. Sleep apnea, for example, is caused by an obstruction of the airway during sleep. Narcolepsy, which is characterized by severe daytime sleepiness and sudden sleep attacks, appears to be genetic. No one knows yet what causes restless legs syndrome, in which creepy, crawly feelings arise in the legs and are relieved, momentarily, by motion.
11. **True.** All living things (people, animals, even plants) have a circadian or about 24-hour rhythm. This affects when we feel sleepy and alert. Light and dark cycles set these circadian rhythms. When you travel across time zones, your circadian rhythm adjusts when the light and dark cycle changes. For shift workers, the light and dark cycle doesn't change; therefore, a shift worker's circadian rhythm never adjusts. Whether you work the night shift or not, you are most likely to feel sleepy between midnight and six a.m. And no matter how many years one works a night shift, sleeping during the day remains difficult. Shift workers should avoid caffeine during the last half of their workdays, block out noise and light at bedtime, and stay away from alcohol and alerting activities before going to sleep.
12. **False.** Unfortunately, many people who suffer from sleep disorders don't realize that they have a disorder or that it can be treated. But sleep disorders don't disappear without treatment. Treatment may be behavioral (for example, going to sleep and waking at the same time every day, scheduling naps or losing weight), pharmacological (involving medication), surgical or a combination. Untreated sleep disorders may have serious negative effects, worsening quality of life, school and work performance, and relationships. Worse, untreated sleep disorders may lead to crashes and death.

ADDITIONAL RESOURCES

The following is a sampling of websites and book titles pertaining to shift work and sleep. For a more in-depth listing, please do your own search either on the Internet or at your local library. There is so much information available!

WEBSITES:

www.shiftlag.com
www.shiftwork.com
www.aafts.org
www.bettersleep.org
www.sleepfoundation.org
www.circadian.com
www.nhlbi.nih.gov (click on National Center on Sleep Disorders Research, Inc.)

BOOK TITLES:

Work Concepts for the Future: Managing Alternative Work Arrangements
Patricia Schiff Estess

Working Nights Health & Safety Guide
Dr. Martin Moore-Ede

Adapting Shiftwork Arrangements
E.N. Corlett, Y. Queinnec

Biological Rhythms: Sleep and Shift Work (Advances in Sleep Research: Volume 7)
L.C. Johnson (Editor)

How to Make Shift Work Safe and Productive
Timothy Monk

The Nurse's Shift Work Handbook
Ruth R. Alward

Power Sleep: The Revolutionary Program That Prepares Your Mind for Peak
Performance
James B. Maas, David J. Axelrod, Barbara R. Hogan

67 Ways to Good Sleep
Charles B. Inlander, Cynthia K. Moran

Achieve Sound Sleep
Barry Tesar, Roxanne Tesar

All I Want Is a Good Night's Sleep
Sonia Ancoli-Israel