



CONVENIENCE TRANSLATION - ACCURACY NOT GUARANTEED

Instructions on procedures to be followed when working in shifts in factories and workshops

With the exception of businesses that are not included in the 9 types of processes that must be done continuously throughout the day (continuous processes), an application for permission to operate 2 or 3 shifts may be submitted to the Factories and General Labour Laws Inspection Department (“FGLLID”) with the following details in accordance with the requirements provided for in section 67 Factories Act 1951 -

- (a) **Details to be submitted by factories and workshops when applying for permission to operate a shift system**
- (1) Undertaking from the business owner and [or?] manager of the factories or workshops to follow the published terms and conditions concerning the operation of a shift system.
 - (2) Notice to the FGLLID stating that a workplace coordination committee has been formed at the factory.
 - (3) Signatures of the workers agreeing to the future shift system and consent of the workplace coordination committee in the factory.
- (b) **Items that the employers or managers of factories and workshops must comply with**
- (1) To operate only after having obtained permission for the working hours that are by law required to be submitted for permission.
 - (2) To send copies of the notice or notices with the working hours and break time to the FGLLID as required by law and to comply with the notice or notices.
 - (3) Factories and workshops with 250 and more workers must have a first-aid room or dispensary, and one doctor or one certified nurse shall be assigned full-time.
 - (4) To sign a labour contract between employer and worker in accordance with the law.
 - (5) To pay workers [at least] the specified minimum wage.
 - (6) Establish an occupational safety and health committee and report its work to the FGLLID.
 - (7) The employer shall arrange transportation vehicles for workers and accommodation for night shift workers.



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- (8) The employer shall make a plan to rescue and transport night shift workers in response to an occurrence of an emergency, natural disaster or unforeseen event.
- (9) Under no circumstances shall workers under the age of 18 and pregnant female workers be compelled to work in a night shift system.
- (10) Under no circumstances shall a worker be compelled to work both a day shift and a night shift in a row.
- (11) The employer shall be responsible for the night shift workers and have a manager or supervisor in charge of the operation.
- (12) To abide by local rules and regulations when working in shifts.

Original published on 23rd June 2022 on www.mol.gov.mm

About Lincoln Legal Services (Myanmar) Limited

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