



Fatigue Management Policy

Purpose

Workforce Extensions recognises its moral and legal responsibility to provide a safe and healthy work environment for all workers. The purpose of this policy is to establish the requirements for managing fatigue. It is intended that this policy will reduce the risk of fatigue-related injuries and incidents in the workplace.

Scope

This policy applies to all workers - especially those whose work involves shift work, extended hours and on-call arrangements.

Definitions

Fatigue: A mental or physical exhaustion that prevents a person from functioning normally. In the work environment this can mean that a person is also unable to function or perform their work safely. The causes may be work-related, non-work-related, or a combination of both. Fatigue often results from sleep loss, lack of restorative sleep, interruption of the internal body clock, and can be caused by prolonged mental or physical activity.

Extended hours: Hours that are an extension of the ordinary working week, as a result of overtime, on-call arrangements or secondary employment.

Restorative sleep: The process by which the body overcomes fatigue. It involves cycles of deep sleep that allow a person to recuperate and wake up refreshed.

Shift work: Work performed outside ordinary hours between 0600 and 1800 hours, Monday to Friday.

Sleep cycles: Sleep cycles are determined by the body's natural biological rhythms (also known as circadian rhythms or the 'body clock'), which are repeated every 24 hours. As well as regulating sleep cycles, biological rhythms also regulate body temperature, digestion and hormone levels.

Policy Statement

WorkforceXS is committed to providing and maintaining safe systems of work for all its workers, including those whose work involves shift work, extended hours or on-call arrangements. WorkforceXS understands that shift work can play a part in the development of fatigue and recognises its responsibility to its workers.

What causes fatigue?

While fatigue is generally caused by lack of sleep or poor-quality sleep cycles, there are several work-related and non-work-related factors that can contribute to its development:

Work related factors influencing fatigue	Non-work related factors influencing fatigue
<ul style="list-style-type: none"> • Extended hours of work • Shift work • Inadequate time for sleep between shifts • Early or late shifts • Job design • Working in a second job 	<ul style="list-style-type: none"> • Extended commuting times • Heavy family and social obligations • High level of community activities • Emotional issues (for example, relationship pressures) • Age • Poor health and fitness levels

While everyone doesn't respond to fatigue in the same way, fatigue can cause:

- reduced concentration;
- impaired coordination;
- compromised judgement; and
- slower reaction times, which ultimately increase the risk of incidents and injuries.

Fatigued workers are particularly at risk when:

- operating fixed or mobile plant, including driving vehicles;
- undertaking critical tasks that required a high level of concentration;
- undertaking night or shift work when a person would ordinarily be sleeping.

We recognise that some workers are at higher risk of fatigue due to the nature of their work. These workers include:

<ul style="list-style-type: none"> • shift workers • night workers • fly-in, fly-out workers (FIFO) • drive in, drive out (DIDO) 	<ul style="list-style-type: none"> • seasonal workers • on-call and call-back workers • emergency service workers • medical professionals and other health workers.
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WorkforceXS Management Responsibilities

Management and staff will attempt to prevent, identify & manage fatigue in the workplace by:

- Promoting awareness about fatigue to workers' at registration.
- Consult with clients regarding job specifications and the associated risks of fatigue
- Consult with clients regarding fatigue policies during site inspections (e.g. reasonable shift lengths, overtime, ensuring that our workers take adequate breaks, etc)
- Regularly consult with workers regarding their workloads, breaktimes and time between shifts;
- Monitoring workloads with stakeholders to ensure that expectations are realistic and not beyond worker capabilities.
- Discuss possible symptoms with workers through our conversations and consultation processes and ensure our workers are aware that they can share their fatigue or any other health and safety concerns directly with consultants or management at our offices.

WorkforceXS Worker responsibilities:

- Workers must take reasonable care for their own health and safety and must not adversely affect the health and safety of other persons.
- Workers must comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to fatigue at the workplace, such as policies on fitness for work or second jobs.
- Inform their supervisor on site and a member of staff at WorkforceXS if they feel they may be experiencing fatigue.
- Use their time away from work to rest for an appropriate length of time.
- Avoiding behaviours and practices that contribute to fatigue and which could place themselves and others at risk—for example, secondary employment or not using time off work to recuperate.
- Take responsibility for managing their fatigue & symptoms.
- Ensure to take the proper rest-breaks according to the length of their shifts and notify their consultants immediately if they have not been provided with an adequate rest break.
- Advise WorkforceXS immediately if there is a possibility that fatigue could impact their ability to work safely.

I _____ (Worker's name) have read and agree to abide by the WorkforceXS Fatigue Policy.

I have raised any questions or issues that required clarification with my consultant. I am aware that breaches of these company policies may be subject to disciplinary action.

Worker's Signature _____ Date _____