Fatigue is a recognised but often difficult to detect hazard in the workplace. The following fatigue management policy and guidelines form part of our wider commitment to provide a safe and healthy working environment.

**Avoidance**

The organisation takes all practical steps to avoid fatigue in the workplace including:

* Accurate and realistic pricing
* Logical programming and allocation of workload
* Scheduling works to coincide with favourable environmental conditions
* Adequate and appropriate resourcing and plant & equipment
* Realistic productivity targets
* Maintaining professional standards (even if things are not going to plan)
* Encouraging awareness and discussion around general health, nutrition, collaboration and teamwork

**Set operational limits**

In addition to the above, the company also sets the following absolute limits:

* Maximum 14 hours per day (incl. travel)
* Maximum 72 hours per week
* Minimum 10 hours rest period between individual/daily shifts
* Minimum 24 hours rest period between consecutive/weekly shifts

**Shared responsibility**

Staff & contractors can help reduce the risks associated with fatigue by:

* Ensuring a minimum of 7 hours quality sleep every night
* Preparing for the conditions and taking adequate food/water/clothing
* Informing your manager and your crew if you didn’t sleep well or aren’t 100%, - if they know they can keep an eye on you
* Taking your breaks throughout the day – rest, eat good food & stay hydrated
* Informing your manager or supervisor if a task is beyond your capabilities
* Staying at home if you are unwell or unfit for work

**Remain alert**

Learn to recognise the signs and symptoms of fatigue in yourself and others. They include:

* Having little energy
* Excessive yawning, staring vacantly
* Feeling heavy, sluggish, clumsy
* Unusual grumpiness, forgetfulness, inability to concentrate
* Poor communication, poor decision-making

If you are exhibiting these signs or seeing them in others, take a break, discuss it and decide on the best course of action.

This policy will be reviewed at no more than two yearly intervals.

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| **Director** | **Signature** | **Date** |
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