



Tom George Surfacing Ltd

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Next Review Date: 23rd May 2025

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FATIGUE MANAGEMENT POLICY

This Policy has been drafted with reference to National Highways Sector Scheme 16 (NHSS 16) and our processes and activities are aligned and reviewed against this Scheme.

Policy Statement

The management of fatigue is an integral part of our organisation's "Fit for Duty" Policy and is a shared responsibility between us and all personnel.

We are responsible for providing safe systems of work and all personnel share in the responsibility to minimise and manage the adverse effects of work related fatigue.

Objective

The objective of this Policy is to:

- ensure a safe and healthy working environment free of work-related injury or illness;
- minimise the risks of persons presenting for work or conducting work while impaired;
- establish appropriate steps to manage persons who are affected by fatigue; and
- encourage persons affected by fatigue to seek assistance.

Scope

This Policy and supporting procedure applies to everyone working at, or attending our workplace. All persons shall comply with this Policy and procedure to ensure they maintain the capacity to safely perform their work.

A person's fitness for duty may be compromised by:

- spending long periods of time awake;
- inadequate or insufficient quality of sleep over an extended period;
- the type of work performed and work environment;
- workload, length of the shift and previous shifts worked;
- the time of day or night worked;
- the time taken to travel to and from work;
- consumption of alcohol;
- the use of drugs (prescription, non-prescription, illicit or other);

- their general level of fitness and/or medical condition; and
- stress.

In implementing this Policy we will:

- require everyone on site to be fit for duty and perform their duties without imposing risks to the health and safety of themselves, others or to the safety of plant;
- prevent or minimise the effects caused by a fatigue related incident; and
- maintain the privacy and confidentiality of those participating in fatigue management programs.

Supporting Procedures

The procedure that supports this Policy:

- specifies the processes used to determine appropriate work schedules;
- defines the responsibilities of management, employees, contractors and others; includes the methods used to determine the fitness for duty of employees, contractors and other personnel in relation to fatigue;
- outlines the assessment tools and parameters to manage the risks associated with the adverse effects of fatigue;
- includes education programs, information on fatigue and associated issues; and
- requires the provision of informal referral processes and appropriate counselling services.

Responsibility

Employees at all levels within the company are responsible for implementation of this policy.

We are responsible for establishing and maintaining a fatigue management framework to ensure that personnel are fit for duty.

Employees, contractors and other personnel are responsible for ensuring they are fit for duty by complying with this Policy and the procedure.

Ultimately to successfully control the risks associated with fatigue in the workplace it is up to each individual to recognise the symptoms of fatigue, obtain adequate sleep and ensure they and others affected by fatigue seek assistance.