



## HSE POLICY

HA-HSE-POL-005

## FATIGUE POLICY

### DOCUMENT CONTROL

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Highpoint is committed to eliminating where possible, or minimising the factors causing fatigue. This relates to our principle that occupational injury and illness prevention must be maintained at the highest practicable standard, while maintaining compliance with applicable Work Health and Safety Legislation and Standards. We will proactively manage risks to ensure the health and safety of all people.

## **1. OVERVIEW**

Fatigue is defined as, more than feeling tired and drowsy. In a work context, fatigue is mental and/or physical exhaustion that reduces your ability to perform your work safely and effectively. Signs of fatigue include:

- Tiredness even after sleep;
- Reduced hand-eye coordination or slow reflexes;
- Short term memory problems and an inability to concentrate;
- Blurred vision or impaired visual perception;
- A need for extended sleep during days off work.

Causes of fatigue can be work related, personal or a combination of both. They can also be short term or accumulate over time.

Highpoint managers and supervisors, will undertake a risk management approach to managing fatigue including identifying contributing factors and implementing control measures including monitoring workloads and schedules, including work related travel and work outside of normal hours.

Everyone in the workplace has a work health and safety duty and can help to ensure fatigue doesn't create a risk to health and safety at work.

Examples of identifying factors that may cause fatigue in the workplace include:

- Consulting workers (managers, supervisors and health and safety representatives), about the impact of workloads and work schedules, including work-related travel and work outside normal hours;
- Examining work practices, systems of work and worker records, for example sign in-out sheets;
- Reviewing workplace incident data and human resource data.

Examples of control measures for fatigue risks that could be considered include:

- Work scheduling;
- Shift work and rosters;
- Job demands;
- Environmental conditions;
- Non-work-related factors;
- Workplace fatigue policy.

## **2. RESPONSIBILITIES**

### **2.1 Employees**

All workers have a duty to take reasonable care for their own safety and health, and make sure their acts or omissions don't adversely affect the health or safety of others.

There are different ways workers can make sure they're not at risk of fatigue in the workplace.

To reduce the risk of being involved in a work incident caused by fatigue, you should:

- Comply with Highpoint Industries and those of our client's policies and procedures relating to fatigue;
- Understand your sleep, rest and recovery need, and get adequate rest and sleep away from work;
- Seek medical advice and help if you have or are concerned about a health condition that affects your sleep and/or causes fatigue;
- Assess your own fitness for work before starting;
- Monitor your level of alertness and concentration while you're at work;
- Look out for signs of fatigue in the people you work with;
- In consultation with your supervisor, take steps to manage fatigue, for example take a break or shift naps (night shift), drink water, do some stretching or physical exercise, adjust the work environment (for example lighting and/or temperature);
- Talk to your supervisor if you think you're at risk of fatigue;
- Assess your fatigue levels after work and make sensible commuting and accommodation decisions (for example avoid driving if you are feeling fatigued).

## 2.2 Management

Highpoint Industries management and supervisors will provide information and guidance to workers about the factors that can contribute to fatigue and the risks associated, to assist workers to not only do their job, but also implement control measures to minimise the risk of fatigue in the workplace.

Once control measures are implemented, they should be monitored and reviewed to make sure they remain effective.

## 3. REVIEW HISTORY

Revision Date	Section/Paragraph	Amendment