



Fatigue Management Policy

Purpose and Intended Outcomes

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. This policy should be read in conjunction with the Mental Well-being Policy.

Scope and Coverage

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

Definitions

- **Employee Assistance:** The Employee Assistance Program (EAP) provides confidential counselling and support to staff and their families on various issues, such as alcohol and drug-related problems, emotional stress, and relationship difficulties. It should not be used for counselling related to an injury that is the subject of a workers' compensation claim or as post-incident counselling following a traumatic incident in the workplace. Refer to the EAP policy for further details.
- **Extended Hours:** Hours that are an extension of the standard working week, resulting from overtime, on-call arrangements, or secondary employment.
- **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 safely. It has many causes but is usually related to inadequate restorative sleep.
- **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 the 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 repeat every 24 hours. These biological rhythms also regulate body temperature, digestion, and hormone levels.

Policy Statement

Compressed Air Solutions is committed to providing and maintaining safe systems of work for all its workers. As a business, our employees may work shift work, extended hours or on-call arrangements. Compressed Air Solution's operations are sometimes undertaken outside ordinary working hours. Activities such as pressure testing, insurance work, installations or breakdowns involve shift work and extended hours and dealing with customer breakdowns can involve on-call arrangements.

Fatigue can be caused by both work and non-work-related factors. Non-work factors include family responsibilities, social activities, health issues (such as sleep disorders) study commitments and sporting commitments. Work factors include shift work, especially night shift and working extended hours.

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

RESPONSIBILITIES

The Management and workers of Compressed Air Solutions Company have a responsibility to ensure that fatigue does not impact the safety, health and well-being of themselves and others.

Managers and supervisors are responsible for:

- Applying risk management in consultation with employees. Engineers will work together to create the annual on-call Rota.
- Ensuring systems of work that minimize the risk of fatigue—for example, reasonable call-out, reasonable overtime practices and adequate recuperation between shifts.



- Providing opportunities for workers to obtain adequate rest from work.
- Monitoring workloads, work patterns and call-out arrangements to ensure workers are not placed at risk from fatigue. No engineer will work more than one week on call at any one time.
- Consulting with workers when introducing shift work or new call-out systems.
- Providing information, instruction and training about risks to health, safety or welfare of workers involved with shift work, extended hours and on-call arrangements.
- Referring workers with non-work fatigue related issues to the EAP.

Workers are responsible for:

- Participating in risk management processes.
- Using time off from work to recuperate to be fit and able for the next shift.
- Participating in education and training to gain an understanding of fatigue.
- Avoiding behaviors 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.
- Recognizing signs of fatigue that could place the health, safety and well-being of themselves or others at risk such as reduced concentration, impaired coordination, compromised judgement and slower reaction times and reporting this to their manager or supervisor.
- Should an employee be prescribed any medication, the employee must notify the Directors, in line with the Drugs and Alcohol Policy, to ensure that alternative work can be arranged where possible e.g. some medication may cause side effects such as drowsiness - driving and the use of plant or equipment may need to be restricted and flexible working may be required.

At Compressed Air Solutions, in line with The Working Time Regulations, employees will have a 24-hour uninterrupted rest break during a seven-day period, or 48 hours in a 14-day period. Workers are entitled to a minimum of 11 consecutive hours of rest in each 24-hour period. Engineers who are called out whilst on their call out-week during the night, for at least three hours between 11pm and 6am, are required to go home and have sufficient rest before contacting the office later that day for work instruction. Should the employee on call then be called out again, during their rest break, CAS will provide 'compensatory rest', which means the employee will take their rest later or in a different way (same length and type of rest). This should not happen regularly and only if no other option is available. Where 'compensatory rest' cannot be provided, the employee will put on short term lighter duties or provided with extra short-term support to prevent fatigue.

No employee is permitted to work more than 13 hours for a 24- hour period. In addition, no engineer will be permitted to work more than one week on-call at any one time unless this is to cover absence or holiday and has been agreed with a director. Engineers will work together to create the annual on-call Rota and notify the appropriate director once agreed.

CAS employees are given 30 minutes (unpaid time) during the day for lunch/uninterrupted rest break, at a time to suit them but not at the beginning or end of the working day. In addition, those employees driving consecutively for 2 hours should then take a 15-minute break in line with the CAS Safe Driving Policy.

RESULTS OF BREACHES OF POLICY

Breaches of this policy and/or any of its associated procedures may result in disciplinary action being initiated in accordance with Compressed Air Solutions Discipline Policy. This policy will be reviewed on an annual basis, disseminated electronically to all employees and made available to all interested parties.

A handwritten signature in black ink, appearing to read 'M Scott', is written over a faint, light blue grid background.

Mark Scott, Managing Director

12th June 2024