

## FATIGUE MANAGEMENT POLICY

### PURPOSE

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. Fatigue has been shown to be a major contributor to workplace injuries.

Whilst everyone does not respond to fatigue in the same way, fatigue can cause reduced concentration, impaired coordination, compromised judgement and slower reaction times and heightens distractibility, which ultimately increase the risk of incidents and injuries.

The definition of fatigue used in this document is:

Reduced mental and physical functioning caused by sleep deprivation and/or being awake during normal sleep hours. This may result from extended work hours, insufficient opportunities for sleep, failure to use available sleep opportunities, or the effects of sleep disorders, medical conditions or pharmaceuticals which reduce sleep or increase sleepiness.

The aim of the Fatigue Management Policy is to ensure that, so far as reasonably practicable, employees are performing with an adequate level of alertness.

### SCOPE

This policy applies to all staff—especially those whose work involves shift work, extended hours and commercial vehicle drivers.

### POLICY STATEMENT

Meneghello Group of Companies is committed to providing and maintaining safe systems of work and a safe and healthy work environment for all its workers. Meneghello operations are undertaken outside ordinary working hours.

Activities such as Galvanising, Fettling and Rigging involve shift work and occasionally extended hours. These working arrangements may contribute to fatigue if not managed appropriately.

Activities conducted by the Nominated Drivers/Operators for Meneghello, will not at any time whilst driving or operating any vehicle or equipment be in a fatigued state or under the influence of Drugs or Alcohol. Nominated Drivers will only operate in accordance with the *Occupational Safety and Health Act 1984* and *Western Australian Heavy Vehicle Accreditation*. To ensure Nominated Drivers meet the Policy requirements along with statutory and regulatory requirements a Fitness for Duty Self-Assessment will be completed and monitored daily prior to commencement of work.

Fatigue can be caused by both work and Individual (non-work) related factors. To provide protection from impaired performance caused by fatigue, Meneghello Group of Companies Fatigue Management Policy gives due consideration to these factors:

#### Work-related Factors

- Shift scheduling

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- Over-time
- Environmental conditions
- Access to food and water
- Type of work
- Task design
- Staffing levels
- Breaks within shifts
- Safety culture

### Individual Factors

- Sleep hours
- Sleep disorders – insomnia, obstructive sleep apnoea – hypopnoea syndrome, periodic limb movement disorder, restless leg syndrome and narcolepsy.
- Sleep hygiene
- Health – depression, anxiety, heart disease, vertigo, nasal congestion, colds, flu, hay fever and travel sickness. Prescription medication and over the counter medications can cause excessive daytime drowsiness, impact judgement and the ability to perform routine work tasks and disrupt sleep. Sedating antihistamines have the most severe sedative side effects.
- Domestic Commitments
- Social Commitments - Substances such as caffeine and alcohol can affect sleep quality and quantity, particularly if taken in the hours before bedtime. Alcohol may shorten the time to fall asleep, but it will disrupt sleep patterns.
- Knowledge and application of fatigue risk management
- Secondary Employment
- Age
- Long commutes

## RESPONSIBILITIES

Managers and workers of Meneghello 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 staff and in accordance with the fatigue risk management system.
- Ensuring systems of work that minimize the risk of fatigue—for example, reasonable rosters, reasonable overtime practices and adequate recuperation between shifts.
- Providing opportunities for workers to obtain adequate rest from work.
- Monitoring workloads, work patterns and rostering arrangements to ensure workers are not placed at risk from fatigue.
- Consulting with workers when introducing shift work or new rostering 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.
- Ensuring workers performing shift work are properly supervised and that tasks are undertaken safely.
- Referring workers with non-work fatigue related issues to the EA

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### 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 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.
- Recognizing signs of fatigue that could place the health, safety and well-being of themselves or others at risk and reporting this to their manager or supervisor


### DANGERS OF FATIGUE IN THE WORKPLACE

Fatigue increases the risk of injuries and other accidents. Consequences of fatigue are:

- Accidents – Fatigue can contribute to the risk of accidents by impairing performance in many ways.
  - Diminished ability to perform certain tasks (e.g. slowed reaction times;
  - periods of delayed response or no response (lapses) during vigilance-based tasks;
  - increased errors of omission (forgetting to do something); impaired selective attention; reduced accuracy of short-term memory).
  - Changes in emotional state and willingness to apply effort (e.g. being quieter or more withdrawn than usual, lacking in energy, lacking in motivation and being irritable and grumpy).
  - Changes in the way we communicate (e.g. diminished ability to communicate effectively).
- Health – Long hours and shift work can impact on health through: physiological, biochemical and psychological. Lack of sleep has been found to be associated with
  - Diabetes
  - Hypertension
  - Cardiovascular disease
  - Obesity
  - Increased cholesterol levels
  - Metabolic disease.

If an employee has doubts about any aspect of this Policy, they must seek clarification from their Manager or the Managing Director. This Policy shall be reviewed periodically, and disciplinary action may be taken against any employee found to have breached its principals.

Signed: \_\_\_\_\_

  
Danny Meneghello  
Managing Director  
Date: 05/03/2020