Fatigue in the Workplace

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| Policy number | TBA |
| Effective from | September 2021 |

AIM

FLINTWOOD aims to conduct its business in a manner which recognises the importance of the health, safety and wellbeing of its employees, participants, contractors and the public.

This policy relates to the management of fatigue. It is intended that this policy will reduce the risk of fatigue-related injuries and incidents. ~~in respect of work performed.~~

sCOPE

This policy applies to all employees. In particular, this policy applies to those who drive company vehicles, provide transportation to participants, in addition to those who work shift work or extended hours.

1. DEFINITION

**Fatigue:** is mental or physical exhaustion that prevents a person from functioning normally and can impair safe work performance. It includes feeling sleepy, feeling physically or mentally tired, and feeling exhausted or lacking energy.

1. POLICY

4.1 FLINTWOOD has a responsibility through its duty of care provisions for each and every individual employee; as such, it requires each and every employee to take responsibility to ensure they get enough sleep and are coming to work fresh and alert.

4.2 FLINTWOOD understands that tiredness, which can be a result of fatigue, leads to poor decision making, an increase in accidents and increased potential for risks of work related injuries and illnesses.

4.3 FLINTWOOD further acknowledges that the potential for workplace injuries and illnesses increase when employees are not fully rested and where they attend places of work for more than 10 hrs per day in any 24 hr period.

1. Procedures

5.1 FLINTWOOD management and Employees share the responsibility for the management and reduction of the incidences of fatigue in the workplace.

5.2 Management will protect and enable its employees to take the appropriate levels of sleep through planning, monitoring and review of employees rostering and shift work.

5.4 Employees need to ensure they get enough sleep and come to work fresh and alert. Employees will only achieve this where they actively self-monitor their own work and rest hours.

5.5 Employees must disclose their other places of work where they directly transfer from that place of work in order to take up additional employment within Flintwood. All secondary employment must be disclosed and risk assessed.

5.6 Employees cannot transfer from one Flintwood site to any other Flintwood site where the continuous work period exceeds 10 hours and where no regulatory breaks have been or are able to be taken.

5.7 Annual Leave must be appropriately managed and taken, not accrued without appropriate/approved reason. Employees are encouraged to take their entitled leave on an annual basis.

1. RESPONSIBILITIES
2. Employee

* Participating in risk management processes;
* Participating in education and training in order to gain an understanding of fatigue;
* Recognising signs of fatigue and reporting these to their manager;
* Using time away from work to recuperate in order to be fit and able for their next shift; and
* Avoiding behaviours and practices that contribute to fatigue, e.g. not using time off work to recuperate.
* Disclosing secondary employment

1. Service Manager

* Identifying and assessing risks with the potential to result in driver fatigue;
* Providing opportunities for employees to obtain adequate rest from work;
* Monitoring workloads, work patterns and rostering arrangements to ensure that employees are not put at risk due to fatigue;
* Providing information, instruction and training about the risks involved with fatigue; and
* Referring employees with non-work-related fatigue to the Employee Assistance Program

**General Manager**

* Check that the actions above are implemented.
* Monitor Service Managers

1. CEO

* Check that actions above are implemented
* Monitor General Managers

CHANGE HISTORY

| Version | Release / Review date | Author / Reviewer | Change details |
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| 0.1 | September 2021 | Racheal Neal | New Policy |
| 0.2 | September 2021 | Policy Committee | Policy read and approved |