


<i>HEALTH AND SAFETY MANUAL</i>	
Title: Fatigue Management	
Approved by: Greg Savoy	Rev. 2/14/12

1 Purpose

The purpose of this plan is to assist in the assessment of the causes of fatigue and mitigate the related hazards for Company personnel. This plan applies to all Company personnel.

Fatigue is a complex issue that not only arises from hours of work and activities at the work place but it is also influenced by factors outside of work (e.g., family responsibilities, stress, lifestyle, personal health, etc.). The management of fatigue is a shared responsibility between management and each individual employee.

The use of ergonomic friendly equipment can contribute to controlling fatigue.

Signs of fatigue include long eye blinks, repeated yawning, frequent blinking, bloodshot eyes, poor reaction time, slow speech, loss of energy, and an inability to concentrate. Fatigue can result in a lack of attention, difficulty following instructions, reduced ability to think clearly, and slower response to changing circumstances. Chronic fatigue can also lead to long term health issues.

Most adults need 7 to 8 hours of sleep in every 24 hours to feel well rested. A sleep debt is built up by routinely getting less than 7 to 8 hours of sleep per night. This debt may result in impaired performance, reduced alertness and higher levels of sleepiness and fatigue. A sleep debt can only be repaid with restful sleep.

Fatigue contributes to accidents by impairing performance and in extreme cases causing people to fall asleep. Fatigue related “micro sleeps” are very hard to predict or prevent and can place the individual and others safety at risk.

2 Requirements:

2.1 **Operational Work Schedules** - The risk of fatigue can be significantly reduced by effective planning and resourcing of work shifts, work cycles and rotations. Supervisors must ensure that schedules, work cycles or job roles are assessed for fatigue risks. The following items must be assessed at a minimum:

1. Are safety critical tasks planned during the hours 2am – 6am and 2pm – 4pm (“circadian low”)?
2. Are complex tasks planned on the first or final shift of a nightshift work cycle?
3. Are standby and on-call duties limited where possible?

4. Does day shift start before 6am?
5. Is the maximum number of shifts in a work cycle in line with relevant industry practices and regulatory standards?
6. Do extended shifts (> 12 hours) occur more than three times in a work cycle?
- 7 Do shifts rotate backwards (day to night to afternoon)?

2.2 **Rest** - Rest is the most important control measure for managing fatigue. Time spend away from the immediate work environment allows workers to recover from fatigue, thereby improving work performance, vigilance, safety and efficiency. Conditions for restful sleep must be provided and breaks must be taken during the work shift and not be traded for an early finish time for the shift.

To provide adequate rest consider the following:

- Is a ten hour or longer break between work shifts provided?
- Does the break between work shifts provide a sleep opportunity of 8 or more hours of continuous sleep?
- Is a minimum of one break provided between each 4 hours of work with one break of sufficient length to have a meal (i.e., 30 minutes)?
- Are more frequent short breaks allowed during strenuous activities?
- Is ready access to drinking water provided?
- Do Call-Out/On Call schedules provide for adequate rest before returning to a regular work shift.

2.3 **Employee Training** - Awareness level training must be provided to all personnel. The purpose of this training is to provide information and education related to the risk factors and signs of fatigue. The training will assist all personnel to recognize the symptoms of fatigue and manage fatigue risks in a safe manner. As a minimum, the training topics must enable the individual to:

1. Understand responsibilities and know how to recognize the effects of fatigue in themselves and others.
2. Understand individual responsibility to report tiredness/fatigue to supervision so that the supervisor may take appropriate action to assist the individual.
3. Understand the influences of a healthy lifestyle and non-work activities on fatigue.
4. Understand the effects of medical conditions, sleep disorders, and drugs and alcohol.
5. Understand how to apply personal countermeasures to managing fatigue.
6. Understand and accept their responsibility to use their recovery time effectively and present rested and fit for work when their work shift begins.
7. Understand their responsibility for not chronically using over-the-counter, prescription drugs, and any other product which may affect ones' ability to perform work safely.
8. Employees shall complete annual training on fatigue and controlling fatigue.

2.4 **Supervisor Training** - Supervisory level training must be provided every 3 years and at the commencement of a supervisory role. The purpose of the training is to provide the skills and information to implement fatigue management principles in the daily operation of their assigned duties. This training will also assist supervisors to recognize and manage fatigue risks with their direct reports. Training topics must include those contained in the awareness level training and the following:

- Understand responsibilities and when to initiate fatigue controls.
- How to manage employees who present signs of fatigue.

2.5 **Responsibilities**

All Personnel

- If not fit for work then notify supervisor to ensure that an appropriate risk mitigation process is implemented.
- Comply with this fatigue management plan.
- Monitor for the signs and symptoms of fatigue in their co-workers and team members.
- Communicate and report personnel fatigue issues to supervisor.

Managers / Supervisors

- Ensure that persons under their control are aware of and comply with this plan.
- Ensure that applicable work schedules comply with this plan.
- Monitor personnel for the signs and symptoms of fatigue.
- Approve controls for managing fatigue.
- Conduct a review of any fatigue-related incidents and the effectiveness of existing control measures as required.

Health, Safety, and Environmental Personnel

- Provide timely advice, support and assistance to responsible supervisor in the implementation of this plan.
- Conduct a review of fatigue risk assessments and the effectiveness of existing control measures as required.
- Ensure that fatigue related incidents are reported and fatigue is considered during incident investigations.

Senior Managers

- Approve extended work hours of greater than three shifts per work cycle.
- Approve the variance procedure process as necessary.

3 References: None

4 Exhibits: None.