



Fatigue Management Policy

INTRODUCTION

This Fatigue Management Policy document has been developed to process and provide clear guidance to management and staff on how to effectively manage the risk of fatigue. This includes managing the risks of fatigue for all staff equally.

COMMITMENT

Horizon Capital Services recognises that fatigue affects a person's health, safety and wellbeing, increases the chance of illness and workplace injuries occurring, and reduces performance and productivity within the workplace. Therefore, Horizon Capital Services is committed to providing a safe, healthy and productive workplace for all staff. Horizon Capital Services and its employees and visitors have a shared responsibility to minimize the effects that fatigue can have on individuals at work. To achieve this goal, Horizon Capital Services is committed to:

- Managing fatigue using a risk management approach
- Consulting with workers before hours of work or shifts are changed
- Rotating on-call shifts so that workers have an adequate work – life balance
- Requiring all staff to limit the amount of accrued annual leave
- Ensuring those working extended hours or on shifts have appropriate breaks between shifts
- Educating management and workers to identify, measure, and monitor their fatigue level
- Agreeing to realistic contractual agreements with clients

In addition, Horizon Capital Services asks our workers to take responsibility and comply with the following guidelines:



- Workers will make every effort to have adequate sleep or rest between shifts
- That outside of work, activities do not cause fatigue or impaired performance with working
- Report to their Manager if they think are suffering from fatigue

ROLES & RESPONSIBILITIES

To ensure that the effects of fatigue do not adversely impact the health, safety and well-being of Horizon Capital Services staff have the following responsibilities:

Role	Responsibilities
All staff	<ul style="list-style-type: none"> • To apply the principals outlined in this guideline document • To maintain an adequate understanding of fatigue and related issues • To use their own accumulated annual leave • To not work excessive hours in a single week without adequate fatigue management controls
Managers	<ul style="list-style-type: none"> • Ensure contracts and client agreements consider fatigue impacts and provide adequate controls • To be aware and monitor the workloads and hours worked of their team • To recognise the signs of fatigue in your team and in yourself • To have a “discussion” with team members if they are showing fatigue • Support to team members so that they can take accumulated annual leave • To have a plan that can be implemented when team members take their entitled leave • Comply with rostering as per the company policy / Modern Award • Manage shift allocations/rostering that minimise the risk of fatigue • To adhere to appropriate shift duration • Provide effective supervision of all workers • To consult MD on personal issue that may affect an individual’s fatigue rate • Refer workers to the Employee Assistance Program for personal issues
Field and office staff	<ul style="list-style-type: none"> • Take reasonable care of themselves, take breaks between shifts, get adequate rest • Avoid behaviours and practices that contribute to fatigue like secondary employment



	<ul style="list-style-type: none">● Recognise the signs and symptoms of fatigue that could place themselves (or others) at risk● Report to your immediate manager or supervisor if you are feeling fatigued
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IDENTIFYING FATIGUE HAZARDS

Work Related	Outside Work
<ul style="list-style-type: none"> ● Poor roster patterns ● Long shifts ● Poor work scheduling and planning ● Length of time worked ● Timing of shifts (e.g. night shift) proportionally increases the impact of fatigue ● Insufficient recovery between shifts ● Long periods of time awake ● Harsh or unusual environmental conditions (heat/cold) ● Type of work being undertaken (e.g. under or over-demand) ● Mental or physically demanding work ● Inadequate rest breaks 	<ul style="list-style-type: none"> ● Poor quality of sleep ● Social life ● Family needs ● Other employment ● Travel time ● Sleep disorders ● Drug and alcohol dependency

RISK MANAGEMENT

The guidelines set out in this document are to be adhered to where possible. Due to the nature of the manpower supply industry, it may not always be possible to remain within these guidelines. Any exceptions must be approved by the State Leader.

The risk management guidelines are independent of each other. If any workplace activity is outside of one of the guidelines while still being within the remaining guidelines action must be taken as per below.

The following guidelines will assist in identifying fatigue risk in the workplace and providing guidance on how to assess and manage that risk.

Guidelines:

- Limit of an average of 60 hours per week over the roster cycle



- Limit of 12 hours per planned rostered shift
- Limit of 14 hours total shift length after shift extensions
- Limit of 6 days consecutive work
- Minimum of 8 hours between shifts – Travel time should be taken into account. Does not apply to the time between split shifts

Note – Staff are never allowed to work more than 14 hours in one shift.

Risk Management Controls (Examples)

This list includes some examples of additional controls that can be added to reduce the risk of fatigue.

- Safe transport home e.g. taxi, rideshare, family member, etc.
- No driving during shift
- Additional on shift rest breaks
- Additional supervision on shift
- Regular welfare checks
- Change of role to low physical activity type role
- Remove from safety critical role such as supervisor or control room operator
- Allow additional days off immediately after the extended shift

Reporting

Fatigue must be adequately monitored and managed. To ensure adequate oversight of the adherence to fatigue guidelines reporting will be conducted every month based on the activity from the previous month. This report will be provided to the respective managers in order to identify issues with fatigue management and take steps to eliminate them from the workplace.