

# ***SAFETY PROCEDURE***

## **SAFETY MANAGEMENT PROCEDURE FOR FATIGUE MANAGEMENT**

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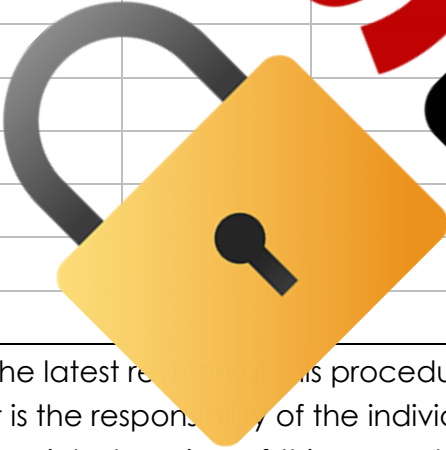


## 1. APPROVAL

Document Control			
<b>Document:</b>	HSEQ-MP-102 – Fatigue Management		
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<b>Approved By:</b>	Insert Person	<b>Position:</b>	Insert Position
This procedure is reviewed to ensure its continuing relevance to the system and process that it describes. A record of contextual additions or omissions is given below.			
Amendment Record			
Version	Date	Context	Summary of Amendments
1.0	Insert Date	To manage the risks associated with fatigue.	All original
The latest revision of this procedure is on Insert Your Company intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy.'			
<b>Document Title:</b>	Fatigue Management	<b>Rev:</b>	1.0
<b>Uncontrolled Copy:</b>	<input checked="checked" type="checkbox"/>	<b>Controlled Copy:</b>	<input checked="checked" type="checkbox"/> <b>Date:</b> Insert Date

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## 2. PURPOSE

The purpose of this procedure is to provide clear guidelines and management principles to minimize fatigue-related risks in the workplace and:

- Clearly define individual responsibilities in maintaining personal fitness for work.
- Outline a general standard for hours of work.
- Provide guidelines for identifying and managing fatigue-related risk in the workplace.

## 3. SCOPE

The management of fatigue applies to all workers, contractors and associated personnel working at an **Insert Your Company** workplace. It will extend to contractors and associated personnel working off-site where they are engaged in **Insert Your Company** duties.

## 4. TERMS AND DEFINITIONS

Term	Definition
<b>Fatigue</b>	Weakness that is primarily caused by prolonged wakefulness or over-exertion and/or disrupted sleep.
<b>Rest</b>	Is a period of rest or sleep of at least 15 minutes that is not working.
<b>Shift</b>	A period of hours of work normally worked in one day.
<b>Worker</b>	A contractor or sub-contractor, an employee of a contractor or sub-contractor, an employee of a labour hire company who has been assigned to work, an apprentice or trainee or a student gaining work experience.

## 5. RESPONSIBILITIES

- Responsibilities are in place to effectively manage fatigue.
- Ensuring all the provisions of this procedure are considered and that compliance is achieved.
  - Providing a shift system that ensures sufficient opportunity for rest and recovery.
  - Applying a risk management approach in consultation with personnel.
  - Consulting with personnel when introducing shift work or new rostering systems.
  - Monitoring rosters and shift schedules to enable the effective management of fatigue.
  - Providing information and instruction about risks to health, safety or welfare of personnel involved with shift work, extended hours and on-call arrangements.