

FATIGUE MANAGEMENT



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| Section: | 40 | Revision Number: | 01 |
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1. Scope

- a. This procedure provides basic guidelines for **H2 Enterprises, LLC (H2)** Fatigue Management program. It is the objective of this program to help ensure that every employee is working under safe conditions. **H2** will ensure that it abides by the regulations and obligations related to proper performance in fatigue management principles, as well as comply with provisions of the Occupational Safety and Health Act, Department of Transportation, Federal Motor Carrier Safety Administration and any other federal, state and applicable safety codes.
- b. Every employee has a responsibility to take reasonable care to ensure their own safety and health, as well as that of others affected by fatigue.

2. Purpose

- a. Fatigue is defined as an acute and or ongoing state of tiredness that leads to mental or physical exhaustion and prevents people from functioning within normal boundaries.
- b. Certain working hours and schedules have been linked to occupational health and safety risks, such as fatigue and impaired performance which increases exposure to some hazards. It is usually accompanied by poor judgment, slower reaction to events and decreased skills. A person suffering from fatigue may in turn experience:
 - i. sleepiness
 - ii. poor judgement
 - iii. lack of concentration
 - iv. impaired recollection of timing and events
 - v. irritability and reduced capacity for effective interpersonal communication
 - vi. reduced hand-eye coordination and visual perception
 - vii. slower reaction times and reduced vigilance. Fatigue is a general term used to describe the feeling of being tired, drained or exhausted.

3. Procedure

- a. **H2** will ensure that all employees are fit and healthy for work by implementing the following procedures:
 - i. Employees are provided with training regarding sources of energy to offset fatigue during **H2** New Hire Orientation process. Healthy Lifestyle information/counseling is available to assist employees presenting in a fit state and to promote health management.

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- ii. Project Managers and Supervisors are responsible for addressing work hour limitations, controlling job rotation schedules to help control worker fatigue. Supervisors must be able to identify and take appropriate action to assist fatigued employees. The following are strategies to control worker fatigue:
 1. Schedulers need to allow drivers to be given time to plan for long shifts
 2. Flexible schedules allow drivers to take rests
 3. Consideration is given to increased risk factors during night hours and long hours
 4. shiftwork and rosters
 5. reviewing roster design
 6. choosing a shift system to suit the work required
 7. revising the length, time, speed and direction of shifts
 8. using a forward rotation shift system (i.e. morning/ afternoon/ night), where possible
- iii. **H2** will strive to prevent fatigue conditions by considering ergonomic strategies. The following are some examples:
 1. Air Ride Seating in Equipment Tractors, Air Conditioning.
 2. Using equipment to reduce labor
 3. Post pounder on Kubota equipment
 4. Proper Lifting Techniques - team lift
 5. Right tool for the right job
 6. Job Hazards Analysis/ JSA addresses tool
 7. Pneumatic Compressor Hand Tools
- iv. **H2** has identified processes to control fatigue:
 1. Unfamiliar or irregular work should be avoided
 2. Review whether the type of work or work schedule is suitable for the allocated time and modify them if they place employees at risk of developing fatigue or experiencing acute sleep deprivation.
 3. Design working hours to allow for good quality sleep and enough recovery time between work days or shifts for travelling, eating, washing and sleeping.
 4. Consider whether unscheduled, additional hours of work may increase the level of risk of fatigue.

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5. Consider scheduling work for certain hours more aligned with the usual body clock when the risks may be lower (e.g. where practicable, schedule potentially higher risk work for times when people would normally be awake, and lower risk work for periods where there may be fatigue).
 6. Develop a policy and procedures on daily working hours, maximum average weekly hours, total hours over a three-month period and work-related travel, as relevant to the workplace (e.g. requiring minimum breaks on a regular basis, especially when total hours exceed a set limit).
 7. Consult with employees and health and safety representatives (where they exist) about levels of fatigue and any OHS issues arising from them.
 8. Avoid overtime arrangements for extended periods or review overtime in the context of future scheduled work, considering the requirements for relief/ stand-by/ on-call/ additional staff.
 9. Allow trial periods for new working hours' arrangements and evaluate them.
 10. Endeavour to provide regular and familiar hours of work, including giving reasonable notice if working hours or roster changes are planned.
 11. Encourage part-time work and other forms of flexible work arrangements.
 12. Offer more flexible work hours, especially to employees who, through a change in personal circumstance, may find it difficult to work their usual hours.
- v. Employees who maintain a CDL license will follow the 60/70 Hours of Service Rule which states that once a CMV driver accumulates 70 on duty hours over the course of an 8-day period, a driver must take a rest break. The rule says if a CDL driver drives 8 or more consecutive hours, they must take a 30-minute Rest Break. This will be a requirement for
- vi. Project leaders and supervisors will conduct visual and oral Fit for Duty assessments during daily tailgate/JSA meetings, and will document issues as they arise.
1. Project leaders and supervisors will be responsible for monitoring employee behaviors and activities throughout the work day for continued Fit for Duty assessment.
 2. If the supervisor believes that the condition could affect the safety of the individual or others, the supervisor will immediately take the individual off duty.
 3. Employees are responsible for notifying their supervisor if they are fatigued or not physically or mentally capable of performing work safely.

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4. It is the responsibility of all employees who observe or who have reason to believe that another individual may be unfit to perform the functions of the job effectively and/ or safely, will report such observations to their immediate supervisor. In cases where the individual in question is the immediate supervisor, an on-duty site manager will be notified.
- vii. All **H2** employees will comply with Section 28 Fit for Duty Policy which specifically addresses that employees must not chronically use over the counter, prescription, drugs, and other product which may affect an employee's ability to perform their work safely.

4. Training and Documentation

- a. Annual training on Fatigue Management will be conducted during new hire training, annually, or as needed.
- b. Training records shall be maintained on file the project by Project Leaders or at the home office.
- c. Noncompliance by any employee with any part of this described program will result in appropriate disciplinary action as outlined in Section 16- Corrective Actions and Discipline Procedure.