



FATIGUE MANAGEMENT POLICY & PROCEDURES

Schultz Shipping recognize that fatigue affects a person's health and well-being, increase the chance of illness and workplace injuries may occur, and reduce performance and productivity within the workplace.

The purpose of this policy is to highlight the effects and risks of employee fatigue, the shared responsibility to manage it appropriately, and the preventative actions that should be planned and taken to minimize associated risks

Scope

The policy applies to all Schultz Shipping employees, contractors, and visitors whilst at the workplace or carrying out activities on behalf of Schultz Shipping, include:

- Workers who undertake driving as part of their roles
- Workers who undertake travel as part of their roles
- Workers who work at host employers' premises and other sites, particularly remote sites requiring lengthy drive on country roads

Definition

As this policy document, will influence decision-making and provide the basis for related policies, strategies and actions, it is important that fatigue - as well as its symptoms, effects and remedies – be clearly defined.

It is normal to feel tired after prolonged mental or physical effort at work. Fatigue, however, is more than just feeling tired. Fatigue is described as an acute and ongoing state of tiredness that leads to mental and/or physical exhaustion and prevents people from functioning within normal boundaries.

Fatigue can accumulate over time, and may be caused by:

- work-related factors such as; length of time worked, inadequate rest breaks and/or sleep, harsh environmental conditions
- lifestyle factors such as; poor quality of sleep, family responsibilities, social life, commuting time to and from work
- A combination of both



Signs of fatigue may include:

- headaches and/or dizziness
- difficulty keeping eyes open
- constant yawning
- muscle weakness
- lacking energy

Immediate effects of fatigue may include:

- lack of concentration
- reduced short-term memory
- increased errors
- slower reaction times
- impaired decision-making and judgment (including being unaware of the state of fatigue)
- reduced immune system function

Longer-term effects of fatigue may include:

- high blood pressure and/or heart disease
- depression and/or anxiety
- diabetes and/or gastro-intestinal disorders

Sleep is the only effective long-term strategy to prevent and manage fatigue. While tired muscles can recover with rest, the brain can recover only with sleep. An adult generally requires seven to eight hours of sleep daily, taken in a single continuous period. When individuals get less sleep than they need in a day, they build up a sleep debt. Each additional day without enough sleep increases the debt which, when it becomes large enough, causes fatigue. The only way to reduce or cancel a sleep debt is by sleeping additional hours.



FATIGUE POLICY

Schultz Shipping is committed to achieving a high standards of fatigue awareness and management at all workplaces and sites. This policy is deliberately broad and outlines the minimum standards acceptable for a safe working environment.

Fatigue may affect a person's ability to work safely, it must be identified, assessed and controlled. Schultz Shipping supports the following three-step risk management approach to fatigue which should be undertaken in consultation with workplace health and safety representatives.

Identify possible causes of fatigue, bearing in mind that factors can be interrelated

- long hours at work
- concentrating for long periods of time without breaks
- a lot of travelling or driving
- possible personal issues such as family responsibilities or health problems

This can be done by consulting with employees, analysing work hours and comparing planned with actual hours, reviewing workplace incident data, and checking whether employees have had accidents travelling home or on work-related trips.

Assess the risks

The risk associated with fatigue must be assessed with matrix to determine consequence x likelihood which result in risk score. Risk score will aid in determining priorities.

Implement control measures

The control measures should focus on the actual causes rather than symptoms, and aim to eliminate or minimise the factors that cause fatigue at the source.

Control measure are related to workplace, sites, for example:

- Employees take adequate breaks
- Information and training on fatigue management are provided
- Employees report any concerns they may have about work-related fatigue
- Avoid incentives to work excessive hours
- Consider alternate options to travelling to face-to-face meetings
- Work processes and effective planning (workload)



Responsibilities

Schultz Shipping has a duty to provide a working environment that is safe and without risk to the health of employees. This includes ensuring that managers, supervisors and staff in general are well-informed about the risks associated with fatigue, and aware of effective and prompt actions to minimise those risks in the immediate and longer-term.

Each supervisor and manager also has a duty to be observant and protect the safety and well-being of all staff, particularly new employees.

Each employee has a duty to take reasonable care for their own health and safety, as well as the health and safety of others in the workplace. This includes the obligation to turn up for work in a state that enables them to conduct their business activities in a safe manner. Each employee also has a duty to follow policies and procedures, and cooperate fully with actions Schultz Shipping takes to comply with Workplace Health and Safety laws.

Breach of policy

A breach of this policy & procedure may have unintended and harmful consequences. Breaches of this policy & procedure may lead to disciplinary action being taken, including dismissal in serious cases.