

Fatigue Management Policy

Policy and Procedure Manual

1 Policy

Apex Care recognises that fatigue affects a person's health and well-being, increase the chance of illness and workplace injuries, and reduces 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.

2 Scope

Applies to all Apex Care employees.

3 Overview

It is normal for workers to feel tired or drowsy after prolonged mental or physical effort at work. Fatigue, however, is more than feeling tired or drowsy. Fatigue is a state of physical and/or mental exhaustion. It can reduce a person's ability to perform work safely and effectively. Fatigue reduces alertness. This may lead to errors, and an increase in workplace incidents and injuries.

Some of the signs of fatigue include:

- feeling drowsy
- headaches
- dizziness
- difficulty concentrating
- blurred vision or impaired visual perception
- a need for extended sleep during days off work.

Fatigue may impact on workers ability to:

- concentrate and avoid distraction
- think laterally and analytically
- make decisions
- remember and recall events and their sequences
- maintain vigilance
- control emotions
- appreciate complex situations
- recognise risks
- coordinate hand-eye movements
- communicate effectively.

Fatigue can be caused by factors which may be work related, non-work related or a combination of both and can accumulate over time.

Risks associated with fatigue in the workplace will be addressed via a risk management approach.

Apex Care Responsibilities:

The Business has a duty to ensure, so far as reasonably practicable, the health, safety and welfare at work of all its workers. In particular, it is responsible for identifying fatigue:

- Consulting with workers when fatigue is identified as a hazard
- Assessing fatigue to determine the seriousness of this
- Controlling fatigue risks in consultation with the workers who are required to carry out the task.

Responsible: General Manager	Document ID: P124 Version: 3	Page: 1 of 2
Creation Date: October 2020	Reviewed Date: June 2022	Next Review Date: Nov 2023

Worker responsibilities:

In order to reduce the likelihood of fatigue impacting on work, workers are responsible for:

- ensuring that they are fit for duty. This means they are in a fit state to complete their work and are not adversely affected by drugs, alcohol, lack of sleep or other factors
- taking required periods of rest
- accurately and honestly completing required records such as work diaries, logbooks and run sheets
- ensuring medical assessments are completed where required
- reporting any health issues which may impact on their work and manage them appropriately.

Assessing the risks:

A risk assessment can assist in evaluating:

- where, which and how many workers (including contractors and subcontractors) are likely to be at risk of becoming fatigued
- how often fatigue is likely to occur
- whether existing control measures are effective
- what action should be taken to control the risk of fatigue
- how urgently action to control the risk needs to be taken.

When assessing risks, contributors to fatigue should not be considered in isolation. For example, job demands, hours of work, environmental conditions, personal issues may all increase the risk of fatigue for workers. The risks of incident due to fatigue may increase if workers work long hours without breaks. These risks may increase when a worker is new to their job and are adjusting to work demands or has had changes in shift times.

Controlling the risks

The best way to control the health and safety risks arising from fatigue is to eliminate the factors causing fatigue at the source. If elimination is not reasonably practicable, the risks must be minimised.

Strategies to minimise the risks of fatigue include:

- ensure workers take regular, quality, rest breaks in their working day
- ensure working hours are manageable. If longer working days are required, the Business will consider staggered start and finish times, and/or longer rest breaks and periods off work (and carefully monitor a worker’s ability to cope)
- negotiate if overtime is required. The Business will monitor and place limits around overtime worked and avoid incentives to work excessive hours
- design rosters well to allow for good sleep opportunity and recovery time between workdays
- avoid working during periods of extreme temperature, or minimise exposure through job rotation
- limit periods of excessive mental or physical demands
- where possible, be aware of personal circumstances that affect your workers and provide support. Encourage time off where circumstances require
- create a positive work environment where good relationships exist, and workers are encouraged and supported.

Responsible: General Manager	Document ID: P124 Version: 3	Page: 2 of 2
Creation Date: October 2020	Reviewed Date: June 2022	Next Review Date: Nov 2023