



Integrated Management System Fatigue Management Policy



Codmah Pty. Ltd.
ABN 19 051 474 983

Codmah Pty Ltd is committed to providing a safe and healthy working environment through a framework of policies and procedures to ensure our compliance with the Work Health & Safety Act and Regulations 2011 and applicable legislation and Codes of Practice.

We recognize that factors contributing to fatigue may be induced by the working environment as well as non-work activities and lifestyle and can include:

- working time
- scheduling and planning (for example, roster patterns, length and timing of shifts)
- inadequate rest breaks
- lengthy periods of time being awake
- insufficient recovery time between shifts
- payment incentives that may lead to working longer shifts
- environmental conditions (for example, climate, light, noise, workstation design)
- type of work being undertaken (for example, physically or mentally demanding work)
- work demands placed on the person (for example, timeframes, deadlines, intensity)
- the organisation's culture, and
- the person's role within the organisation.

Therefore with the shared duty of care we aim to work collaboratively in managing fatigue.

The objectives of this Policy are:

- To provide and Maintain a working environment that is without risk to health and safety;
- To provide and maintain safe systems of work;
- To modify the conditions of the workplace and the health of workers for the purpose of preventing illness or injury;
- To identify, control and manage risks associated with fatigue.
- Consult with all levels of management, workers and clients.
- To ensure safe hours of work and rosters are scheduled to provide adequate opportunity for recovery between work shifts.
- Prevent work related accidents and illness.
- Ensure Management and workers are aware of their duty and responsibilities.

Procedure:

- Implement a risk management approach to fatigue as per our Hazard Identification, Risk Assessment and Control SOP-009.
- Invite input from all stakeholders as per our Consultation and Communication SOP-013 and System Improvement SOP-003.
- Supervisors and Managers to review planned and actual rosters to identify and manage work-related fatigue issues with all stakeholders at Project Managers and Senior Management Team meetings.
- Provide training and education designed to assist supervisors, managers and workers in addressing fatigue through effectively communicating policies and procedures at tool box talks and WH&S training sessions.
- Workers have a duty to report any concerns they have about impaired performance caused by fatigue to their supervisor and/or manager.

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- Supervisors and/or managers may be required to stand down a worker they suspect is a risk to themselves or others in the workplace due to impaired performance caused by fatigue.
- Management to ensure that work practices are consistent with Codmah Pty Ltd Employee Collective Agreement.

This policy and its associated procedures will be evaluated and reviewed annually and/or in line with legislative changes to ensure compliance and effectiveness.

John Murtagh
Director

Barbara Atkinson
HR/Systems Manager

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