



Industrial Performance Services

Industrial Tubular Catalyst Services



# FATIGUE MANAGEMENT PROCEDURE

V:2023.1

# Fatigue Management

January 2023

## Purpose and intended outcomes

The purpose of this policy is to establish the requirements for managing fatigue within IPS★ITCS. It is intended that this policy will reduce the risk of fatigue-related injuries and incidents in the workplace.

## Scope and coverage

This policy applies to all staff—especially those whose work involves shift work—extended hours and on-call arrangements.

## Policy statement

IPS★ITCS is committed to providing and maintaining safe systems of work for all its employees, including those whose work involves shifts work, extended hours, or on-call arrangements.

IPS★ITCS operations are sometimes undertaken outside ordinary working hours. Activities such as Maintenance projects, Turnarounds, major projects (Long Duration), and emergency responses to client facilities often involve shift work, extended hours, and on-call arrangements. These working arrangements may contribute to fatigue, if not managed appropriately.

IPS★ITCS will set work hour limitations and will control job rotation schedules to control fatigue, allow for sufficient sleep, and increase mental fitness in an effort to control employee turnover and absenteeism.

Fatigue is a mental or physical exhaustion that prevents a person from functioning normally and can impair safe work performance.

Fatigue can be caused by both work and non-work-related factors. Non-work factors include:

- Family responsibilities
- Social activities
- Health issues - such as sleep disorders
- Study commitments
- Sporting commitments

Work factors include:

- Shift work - especially night shift
- Working extended hours

While not all people respond to fatigue in the same way, fatigue can cause reduced concentration, impaired coordination, compromised judgment and slower reaction times; ultimately increasing the risk of incidents and injuries.



IPS★ITCS managers are accountable for managing fatigue by applying risk management processes contained in the Occupational Health and Safety Regulations. The risk management process in the Fatigue Management Procedure is a tool for managing fatigue in the workplace.

## Training

Initial and annual training must be provided on how to recognize fatigue, how to control fatigue through appropriate work and personal habits, and reporting of fatigue to supervision.

## Responsibilities

Managers and employees have a responsibility to ensure that fatigue does not impact on the safety, health and well-being of themselves and others.

### Managers and supervisors are responsible for:

- Applying risk management in consultation with staff.
- Ensuring systems of work that minimize the risk of fatigue—for example, reasonable rosters, reasonable overtime practices, and adequate recuperation between shifts.
- Providing opportunities for employees to obtain adequate rest from work.
- Providing chairs for workers to sit periodically and provide periodic rest breaks for personnel.
- Monitoring workloads, work patterns and rostering arrangements to ensure employees are not placed at risk from fatigue.
- Consulting with employees when introducing shift-work or new rostering systems.
- Providing information, instruction, and training about risks to health, safety or welfare of employees involved with shift work, extended hours, and on-call arrangements.
- Ensuring employees performing shiftwork are properly supervised and that tasks are undertaken safely.
- Supervisory personnel should make safety critical decisions and take appropriate actions to prevent loss.
- Referring employees with non-work fatigue related issues to the Employee Assistance Program (EAP).
- Employees should be discouraged from taking any substance known to increase fatigue in that employee, including fatigue that sets in after the effects of the drug wear off.

### Employees are responsible for:

- Participating in risk management processes.
- Using time-off from work to recuperate in order to be fit and able for the next shift.
- Participating in education and training in order to gain an understanding of fatigue.
- Avoiding behaviors and practices that contribute to fatigue, and which could place themselves and others at risk—for example, secondary employment, or not using time off work to recuperate.
- Recognizing signs of fatigue that could place health, safety and well-being of themselves or others at risk and reporting this to their manager or supervisor.

- Employees in safety critical positions to report fatigue/tiredness and lack of mental acuity to supervision
- Employees must not chronically use over the counter or prescription drugs to increase mental alertness. Employees should be discouraged from taking any substance known to increase fatigue in that employee, including fatigue that sets in after the effects of the drug wear off.

## Ergonomics

Ergonomic equipment will be used to improve workstation conditions such as anti-fatigue mats for standing, lift assist devices for repetitive lifting, proper lighting and control of temperature, and other ergonomic devices as deemed appropriate. Chairs will also be provided for workers to sit periodically and will provide periodic rest breaks for personnel.

## Program Evaluation

Work tasks to control fatigue must be analyzed and evaluated periodically.

## Definitions

Employee Assistance - The Employee Assistance Program (EAP) provides confidential counseling and Program (EAP) support to staff and their families on a range of issues, such as alcohol and drug related problems, emotional stress, and relationship difficulties. It should not be used for counseling relating to an injury that is the subject of a worker's compensation claim or as post-incident counseling following a traumatic incident in the workplace. Refer to the Employee Assistance Program policy for further details.

Extended hours - Hours that are an extension of the standard working week, as a result of overtime, on-call arrangements, or secondary employment

Fatigue - A mental or physical exhaustion that prevents a person from functionally normally. In the work environment this can mean that a person is also unable to function safely. It has many causes but is usually related to inadequate restorative sleep.

Restorative sleep - Restorative sleep is the process by which the body overcomes fatigue. It involves cycles of deep sleep that allow a person to recuperate and wake up refreshed.

Shift work - Work performed outside the hours between 0600 and 1800 hours, Monday to Friday.

Sleep cycles - Sleep cycles are determined by the body's natural biological rhythms (also known as circadian rhythms or the 'body clock') which are repeated every 24-hours. As well as regulating sleep cycles, biological rhythms also regulate body temperature, digestion, and hormone levels.

## **Breaches**

Breaches of this policy and/or any of its associated procedures may result in disciplinary action being initiated in accordance with IPS★ITCS Discipline Policy.



# Competency Assessment

No.	Questionnaire	C/NYC
Q1		
A1		
Q2		
A2		
Q3		
A3		
Q4		
A4		
Q5		
A5		

Enclosed Attachments	
Risk Assessment	<input checked="" type="checkbox"/>
Environmental Aspect and Impact	<input checked="" type="checkbox"/>
Training and Competency	<input checked="" type="checkbox"/>
Measure and Evaluation Tools	<input checked="" type="checkbox"/>



# Competency Checklist

To be filled out by Trainer and signed by Employee, Assessor and Supervisor before being returned to the HSEQT Manager for recording purposes.

Procedure	Competency	Date	Competent YES / NO	Employee Signature

(Please tick appropriate box)

This employee is competent in performing the job.


This employee has not attained the competency level.

\*

\* *If the employee has not attained all competency levels, the General Manager must assess the action to be taken, provide an extension of training or alternative action as listed below.*

Alternate action to be taken: \_\_\_\_\_

Signed By	Employee:	_____	Date:	_____
	Trainer:	_____	Date:	_____
	Assessor:	_____	Date:	_____
	Regional Manager:	_____	Date:	_____

# Environmental Aspects and Impacts

## Identified Environmental Aspects and Impacts

The following table is a summary of the likely environmental aspects and impacts that may be identified during site inspections. The significance of each impact needs to be assessed using the Risk Assessment Model.

Activity	Aspect	Impact
<b>Purchasing &amp; Administrative Work</b>	Consumption of goods	Conservation of natural resources
	Consumption of energy (eg. Electrical equipment and facilities)	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of waste (eg. Paper)	Consumption of space for waste disposal; Habitat loss
<b>Climate Control</b>	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of noise	Disturbance to community; Habitat loss
<b>Cleaning of – offices / vehicles</b>	Storage, use and release of chemicals	Contamination of air, water or soil; Risk to human health
<b>Transport (Fleet vehicles / staff travel)</b>	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Loss of habitat at all stages of generation; Light pollution
	Consumption of goods (eg. Oil)	Consumption of natural resources; Generation of waste; Habitat loss; Biodiversity impacts
	Generation of waste (eg. Oil)	Consumption of space for waste disposal; Potential contamination of water or soil; Habitat loss
	Exhaust emission	Release of greenhouse gases and atmospheric pollution
	Use of dangerous goods (eg. Batteries)	Potential contamination of air, water or soil; Risk to human health
	Generation of noise	Disturbance to community; Habitat degradation
<b>Operations</b>		

Sample only.  
To be filled in

# Risk Assessment

Risk Assessment // insert name here

Step No: Logical sequence	Sequence of Basic Job Steps documented in the Procedure, Work Instruction and project plans. Break down Job into steps.  Each step should be logical and accomplish a major task.	Potential Safety & Environmental Hazards/Impacts at the site of the Job  Identify the actual and potential health and safety hazards and the environmental impacts associated with each step of the job.	Risk Rating  Refer to the risk matrix or HSEQT.PRO. Risk Mgt	Recommended Corrective Action or Procedure  <i>Determine the corrective actions necessary to reduce the risk to as low as reasonably practical (ALARP) refer to HSEQ.PRO.Risk Mgt. The risk must be reduced or controlled to ALARP before work commences.</i>  Document who is responsible for implementing the controls to manage each hazard identified.	Risk Rating refer to the risk matrix or HSEQT.PRO.Risk Mgt
1.					
2.					
3.					
4.					
5.					

# Audit



<b>Process:</b> insert// <b>Procedure:</b> Insert //		Date:		Audited by:	
		Location of Audit:		Area Mgr/Supervisor:	
Item	Question	Evidence Sited	Comments		Conformance Score 0,3,5
1.					
2.					
3.					
4.					
5.					
6.					
7.					
AUDITOR'S SIGNATURE:		CONFORMANCE SCORE:     / 25		0 – Non-Conformance	
SAFETY REP'S SIGNATURE:		CONFORMANCE %:		3 – Continuous Improvement Opportunity	
				5 – Total Conformance	