

# FATIGUE MANAGEMENT POLICY



Etheridge Shire Council is committed to providing and maintaining safe systems of work for all our workers, including those whose work involves shift work, extended hours or on-call arrangements.

Our operations are sometimes undertaken outside ordinary working hours and involve shift work, extended hours and on-call arrangements. These working arrangements may contribute to fatigue if not managed appropriately.

Fatigue is a mental or physical exhaustion which 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, and sporting commitments. Work factors include shift work—especially night shift— and working extended hours.

Whilst not all people respond to fatigue in the same way, fatigue can cause reduced concentration, impaired co-ordination, compromised judgement and slower reaction times, ultimately increasing the risk of incidents and injuries.

Our Direct Managers / Supervisors are accountable for managing fatigue by applying risk management processes contained within the Business Management System.

The aim of this policy is to:

- Ensure adequate opportunity is available for employees, contractors and visitors' to gain sufficient rest before commencing work, through appropriate working time arrangements;
- Monitor and control working hours, including overtime, to provide time arrangements that do not require excessive periods of wakefulness;
- Identify, develop and implement a fatigue management plan with control strategies to address fatigue related risks within the workplace in consultation with the employees;
- Provide training and education for employees, contractors and their families to foster a common understanding of fatigue management;
- Develop a culture of shared responsibility for fatigue management;
- Implement an appropriate employee assistance program to assist in managing fatigue;
- Promote a healthy lifestyle, both at work and at home; and
- Conduct regular audits to ensure that the elements of this policy are effectively implemented.

This Fatigue Management Policy is approved and issued by:

**Ken Timms**  
Chief Executive Officer

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