

**SAFETY MANAGEMENT PROCEDURE  
FOR  
FATIGUE MANAGEMENT**

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## 1. APPROVAL

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## 2. PURPOSE

The purpose of this procedure is to provide clear guidelines and management principles to minimize fatigue-related risks in the workplace and:

- Clearly define individual responsibilities in maintaining personal fitness for work.
- Outline a general standard for hours of work.
- Provide guidelines for identifying and managing fatigue-related risk in the workplace.

## 3. SCOPE

The management of fatigue applies to all workers, contractors and associated personnel working at an **Insert Your Company** workplace, also including workers, contractors and associated personnel working at sites where they are still engaged in official **Insert Your Company** duties.

## 4. TERMS AND DEFINITIONS

Term	Definition
<b>Fatigue</b>	Weakness or impairment caused by prolonged wakefulness or insufficient and/or disturbed sleep.
<b>Rest</b>	Is any continuous period of time of at least 15 minutes that is not spent working.
<b>Shift</b>	Is the hours normally worked in one day.
<b>Worker</b>	Includes an employee, contractor or sub-contractor, an employee of a contractor or sub-contractor, an employee of a labour hire company who has been assigned to work, an apprentice or trainee or a student gaining work experience.

## 5. RESPONSIBILITIES

**Management is responsible for:**

- Ensuring resources are in place to effectively manage fatigue.
- Ensuring that all the provisions of this procedure are considered and that compliance is achieved.
- Providing a shift system that ensures sufficient opportunity for rest and recovery.
- Applying a risk management approach in consultation with personnel.
- Consulting with personnel when introducing shift work or new rostering systems.
- Monitoring rosters and shift schedules to enable the effective management of fatigue.
- Providing information and instruction about risks to health, safety or welfare of personnel involved with shift work, extended hours and on-call arrangements.