

Safety Policy & Procedure Manual		Section:	Date: 10-30-2015
		Revision:	
Subject: Fatigue Management			

Purpose

This policy aims to provide an overview of LTR’s strategy for controlling the occupational risks associated with fatigue. In doing so, it follows a risk-based approach to dealing with fatigue issues and clearly articulates management and employee accountabilities associated with the management of fatigue. This policy applies to all employees of Light Tower Rentals, Inc.

Scope

This policy applies to all LTR employees and contractors. LTR requires employees to be fit for duty to perform their essential work tasks and managing fatigue is one of the components of an overall approach to fitness for work.

Definitions

Fatigue - The term used to describe the feeling of weariness from physical or mental exertion. Fatigue can be defined as feeling tired, drained or exhausted. Fatigue influences an individual’s physical, mental and emotional state. When feeling fatigued, we lose alertness, which is accompanied by poor judgment, slower reactions to events and decreased motor skills. Fatigue can result from long periods of time awake, strenuous work as well as poor sleep patterns. The time of day that the work is performed can also have an influencing effect.

Requirements

Managers/Supervisors

Managers are required to do everything within their power to ensure that the workplace is safe and free from hazards, including as far as possible to ensure that employees are fit for work and not adversely affected by such issues as fatigue. Management must analyze work tasks and develop work schedules that:

- Limit work hours and control job rotation schedules to help control fatigue.
- Limit driving time to control driver fatigue.
- Provide ample recovery time
- Address rest breaks to control fatigue and mental fitness.
- Address using ergonomic friendly equipment to reduce fatigue.

Supervisors are required to monitor employees who are or appear to be suffering from fatigue as a result of their work roster or work pattern and take appropriate action.

(See “Fatigue Observed by Supervisor” below)

Subject:

Fatigue Management



Employees

All employees are required to take reasonable steps to ensure their own and others health and safety at work by being fit for work and working safely. Employees must not chronically use over-the-counter, prescription drugs, or any other product which may affect their ability to perform their work safely. (See "Fatigue Identified by Employee" below)

Identification and Management of Fatigue Issues

Fatigue Identified by Employee

Where an employee identifies that they are experiencing mental or physical fatigue, they should report this to their immediate supervisor. The supervisor will then make an assessment of the employee's fitness for work and advise the appropriate action. This may include assigning the employee to alternative work (e.g. non-safety critical tasks) or arranging for appropriate rest breaks or sending employee home.

Fatigue Identified by Another Employee or Peer

Where an individual has reason to believe that one of their coworkers is suffering from fatigue, they should inform that employee of their observations in an objective manner. It is then up to that employee to assess their fitness for work and if necessary, inform their supervisor that they are not fit for work so that the necessary action can be taken.

Fatigue Observed by Supervisor

In the case of a supervisor observing the symptoms of fatigue in one of their employees, the supervisor must address these observations with the employee and determine if a fitness for work issue exists. If the employee is deemed unfit for work, the supervisor must take appropriate actions to manage the issue as outlined above.

Fatigue Identified through Incident Investigation

When fatigue is identified as a contributing factor for an incident, the root cause of the fatigue issue must be identified and action taken to prevent its recurrence.

Ongoing Risk Assessment

Risk assessment and hazard monitoring for any changes in work tasks, work processes or environmental factors that could contribute to fatigue will be ongoing.

Training

Employees will receive initial training on fatigue and controlling fatigue.
Employees will receive annual refresher training on fatigue management.