## Fatigue Management

1. **Purpose**

The purpose of this procedure is to provide guidelines to prevent and minimize fatigue in the workplace.

1. **Responsibility**

The Supervisor Shall:

* Know and recognize the signs and symptoms of fatigue.
* Ensure that fatigue management is considered in work planning and scheduling.
* Arrange alternate duties where possible and provide a rest area for persons impaired by fatigue.

The Employee Shall:

* Arrive to work fit for duty.
* Report signs and symptoms of fatigue to supervision.
* Refrain from chronically using over-the-counter, prescription drugs, and any other product which may affect the ability to perform work safely.

1. **Evaluation**

* Work tasks shall be periodically analyzed, evaluated and improved to control fatigue.
* The evaluation should include all factors of fatigue such as work schedules, job demands, sleep patterns, environmental conditions and personal issues.
* Once all factors of fatigue are identified, control measures shall be implemented to minimize or eliminate them.
  + Possible controls to limit worker fatigue include limiting work hours, controlling job rotation schedules, allowing frequent opportunities for rest breaks, and adjusting the work environment such as lighting, temperature, and physical surroundings.
* To help determine the best control measures, employees should be consulted when possible.
* The Fatigue Management program should undergo periodic assessments of its effectiveness and a continuous improvement plan created to close any gaps.

1. **Signs and Symptoms**

Any employee experiencing or observing the following signs and symptoms of fatigue should report to the on-site supervisor.

* A drowsy relaxed feeling
* Short temper
* Blurred vision
* Difficulty keeping your eyes open
* Head nodding
* Excessive yawning
* Headaches
* Muscle aches
* Breathing and digestive problems
* Distraction
* Nervousness
* Poor judgment
* Slow motor skills

1. **Work Hour Limitation**

* The company shall set work hour limitations and job rotation schedules to control fatigue, allow for sufficient sleep, and increase mental fitness to control employee turnover and absenteeism.
* No employee should work more than 12 hours per day and/or 24 days continuous.
* The following schedule shall be used as a guideline for periodic rest breaks:
  + 15 minutes each 2.5 hours
  + 30 minutes after 5 hours
  + 30 minutes after 10 hours

1. **Equipment**

* 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 be provided for workers to sit periodically.

1. **Training**

Initial and annual Fatigue Awareness training shall be provided and documented. Training will include the following topics:

* How to recognize fatigue.
* How to control fatigue through appropriate work and personal habits.
* Reporting of fatigue to supervision.