

	FATIGUE MANAGEMENT	Document No.:	HSE-OP-042
		Department:	Operations
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Purpose

The purpose of Trinity's Fatigue Management Program is to ensure that employees are able to identify and recognize fatigue, as well as manage fatigue through appropriate work and personal habits and the reporting of fatigue to supervisors.

Policy

Trinity has instituted a Fatigue Management Program in order to help:

1. Establish work hour limitations
2. Control job rotations schedules to control fatigue
3. Allow for sufficient sleep
4. Increase mental fitness

The FMP has been instituted in an effort to control employee turnover, and improve the quality of work life.

The Training & Compliance Manager is responsible for the implementation and operation of the Fatigue Management Program, and has the support of upper management. The FMP will be audited annually and reviewed by management for effectiveness.

Training

Trinity personnel will receive training on Fatigue Management initially upon assignment, and annually thereafter.

Training will consist of:

1. Review of Trinity's Fatigue Management Plan
 - a. Policy
 - b. Education
 - c. Tracking Incidents / Metrics
 - d. Medical / well-being Support
2. Practice Guidelines for the Work Environment
 - a. Personal Countermeasures
 - b. Task Analysis
3. Additional Considerations for Offshore Units & Drilling Rigs

Tracking Incidents

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Incidents, Near Misses, and BBSP / Stop Work Authority will be checked for time of day, day of hitch, hours of prior wakefulness and sleep length in order to determine the role that the day of hitch and sleep loss may have played in the event.

Ergonomics

Trinity will utilize ergonomic equipment to improve work conditions including, but not limited to:

- Anti-fatigue mats for standing
- Lift assist devices for repetitive lifting
- Proper lighting & control of temperature
- Other devices as appropriate

Ergonomic evaluations will also be conducted for the purpose of reducing / controlling fatigue of work tasks.

Safety Critical

Safety critical tasks should not be scheduled during circadian low points (03:00 – 05:00).

Personnel should consider staffing and workload levels; consider enlistment of additional multi-skilled staff who are able to cover staff shortages arising from fatigue or who can assist / help with safety critical tasks that cannot be rescheduled.

Employees who are in safety critical positions are responsible for reporting fatigue/tiredness and lack of mental acuity to supervisors.

Supervisors of employees in are responsible to make safety critical decisions and take appropriate actions to prevent loss.

Safety critical tasks should be scheduled (if possible) for the safest period of the shift.

Medications

Personnel must not chronically use OTC or prescription drugs to increase mental alertness. Trinity personnel are discouraged from using any substance that increases fatigue, including the fatigue that sets in after the medication wears off.

Medications, including OTCs can elevate fatigue in two ways:

1. Reducing alertness
2. Disruption of sleep

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Other prescription medications can have sedative affects including painkillers, muscle relaxants, anti-hypertensives, anxiolytics, and anti-depressants. Medications such as theophylline (for asthma) and treatments for epilepsy and psychiatric disorders can also disturb sleep.

Some OTC antihistamines have such a strong sedating effect they are also sold, under different names, as night time sleep aids. Taking antihistamines during the day can impair work performance and the ability to drive safely, as well as affect levels of alertness. The most common antihistamines that cause drowsiness are:

- Chlorpheniramine;
- Diphenhydramine;
- Promethazine; and
- Triprolidine

Herbal remedies for sleep problems include:

- Camomile
- Valerian root
- Hops
- Lavender
- Passion-flower (*Passiflora*)

There are unlikely to cause as much of a sedating effect as the aforementioned antihistamines, but they are not so rigorously tested and can have significant side-effects & drug interactions.

Personal Countermeasures

At work:

- Schedule tedious & boring tasks for times of day when alertness is high, and leave the stimulating & motivating tasks for the times of day when alertness is lower.
- Use the “buddy system” so that personnel help to keep each other alert and encourage breaks if signs of drowsiness appear.
- Exercise, walk around, or do some physical activity during breaks. If personnel are in active positions, a place to sit and rest may be preferred.
- If you choose to consume caffeinated drinks, do so strategically – avoid them at times when alert and use them as a countermeasure when alertness is low.
- Advise your supervisor if you have had insufficient sleep, feel tired, or are exhibiting sign and symptoms of fatigue.
- If you have to drive home at the end of a shift, ensure proper rest before embarking.