



## Operators - Mandatory Break Policy

All employees at Ready Group have the inherent right to take a rest break during their shifts. We believe that a break contributes to maintaining optimal physical and mental health, enhances overall job performance, and promotes a safer working environment.

The safety and well-being of our Operators is of paramount importance at Ready Group.

As an employer we also have an obligation under the *Workplace Health and Safety Act 2011 (NSW)* to ensure that employees are safe at work. This includes a safe physical environment as well as the positive emotional and psychological wellbeing of the employee. To ensure that an employer has created a safe workplace, rest breaks are required.

At Ready Group, we recognise that due to the individual circumstances of a project and shift start and finish times, it is not always necessary, nor practical for our clients, our business and our Operators to mandate at what time a break is required.

However, it is imperative that we ensure that all Operators do not work for an excessive length of time without taking a rest break.

Ready Group requires that all Operators take a break and that all dockets and timesheets reflect that a 0.5 hour break has been taken. If a docket and timesheet does not include the mandatory 0.5 hour break, Ready Group will automatically deduct this time.

In the instance that a client requests that an Operator does not take a break during a shift;

- An Operator has the right to decline this request and take a break if they deem it necessary to ensure their safety and wellbeing.
- An Operator can agree to this request; however Ready Group will require sign off by the Client on the docket that this has been authorised by the client. If a docket does not include this authorisation, the Operator will have a 0.5 hour break automatically deducted.
- If necessary, an Operator can request the assistance of an Operations Manager in communicating these options to a client.

Ready Group will monitor the incidences of employees not taking a mandatory break as well as the frequency and circumstances of client requests and will address any concerns with an employee or a client directly, and on a case-by-case basis.

We appreciate your cooperation in adhering to this Policy as we work together to ensure that everyone at Ready Group returns home from every shift safely.

Please direct any questions related to this Policy to our HR Manager, Katherine Burnett at [k.burnett@readygroup.au](mailto:k.burnett@readygroup.au)

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