

Reference: POL006

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Parent Documentation (where applicable): RCSA template

Verus People is committed to providing a safe workplace and ensuring the health and safety of all workers by preventing and reducing the harm associated with fatigue in the workplace.

Every employer has an obligation to provide a safe place of work and ensure that a worker reports for work fit and able to carry out the inherent requirements of their job. Verus adopts risk management strategies to manage the risks of fatigue. We recognise that our duty is not removed by a worker's preference for certain shift patterns, for whatever reasons, their willingness to work extra hours or to come to work when fatigued.

We endeavour to as far as reasonably practicable, consult with workers to ensure they are fit for work. We will monitor workers hours via organisational records and in consultation with the worker and their consultant. Where working hours exceed the recommended weekly amount, or recommended shifts in the fatigue management guidelines, Verus People will consult with the worker to identify whether the working hours are reasonable.

1. Purpose Verus Peoples objectives in the Fatigue Management Policy are to:

- Ensure adequate opportunity is available for workers to have sufficient rest before commencing work, through appropriate working time arrangements
- Monitor and manage working hours, including overtime, to avoid excessive periods of work.
- Identify fatigue hazards in consultation with workers
- Provide information and accessible and resources to workers, to foster a common understanding of fatigue management
- Develop a culture of shared responsibility for fatigue management
- Regularly monitor the work and consult with workers to ensure that the elements of this policy are effectively implemented

As a provider of on hire services, we understand the importance of working with all stakeholders to achieve our health and safety objectives.

2. Scope This policy applies to all workers including on-hire workers and contractors. The Policy applies to all workers where the worker performs work for the business.

3. Responsibilities The Company has responsibility to:

- Provide information on the causes and impact of fatigue to help ensure that all workers are aware of the associated risks to health and safety in the workplace
- Ensure the Fatigue Management Policy is distributed to all workers and others in the workplace, and ensure it is readily available
- Provide information and resources to workers on the content and operation of the Company's fatigue management policy
- Provide support and assistance for workers who are experiencing difficulties

Operations are responsible for exercising due diligence, by taking reasonable steps:

- To keep abreast of work health and safety requirements and matters
- To gain an understanding of the operational risks, including fatigue, to which workers may be exposed to

- To ensure the company has appropriate resources to effectively prevent and manage fatigue where it is an operational risk
- To ensure the company has adequate processes in place to gather and consider information regarding fatigue risks and incidents and responding to those in a timely and effective manner
- To ensure the company implements, monitors and verifies the effectiveness of processes for complying with duties of the company under the relevant health and safety legislation

People Leaders/Managers are responsible for taking all practical measures to ensure that:

- Workers are aware of this policy
- This policy and associated procedures are implemented and complied with in their areas of control
- Workers are adequately informed, trained and supervised
- Work performance issues that may be associated with fatigue are identified and addressed
- Workers and their representatives are consulted on issues which affect their health and safety, and any concerns raised are adequately addressed in a timely manner or escalated to senior management
- The health and safety of workers and conditions at the workplace are monitored
- The worker is directed to cease work activities immediately and details provided with respect to support options, if the manager considers that someone is not fit for work due to fatigue, to the extent that they are a risk to themselves or others
- Report incidents and concerns associated with behaviour, actions, or conduct in breach of this policy
- Investigate and document reports associated with breaches of this policy
- Ensure that breaks are taken in accordance with the award to support fatigue and wellbeing measures

Operational workers and on-hire workers are responsible for:

- Understanding and complying with this policy
- Ensuring their own and others health and safety is not affected by their actions including fatigue
- Attending work fit for duty
- Consulting with management if they believe they are not fit for work due to the impact of fatigue
- Reporting all incidents including unsafe work practices, hazards, near misses and injuries
- Ensuring that a 10-hour break between shifts is rostered to reduce fatigue and to promote wellbeing. Variances to this must be in accordance with the Nurses Award 2020 to ensure safety and wellbeing
- Ensuring breaks are taken throughout the day in accordance with the award to support fatigue and wellbeing measures

4. Worker Assistance

If a worker thinks work-related and/or personal factors are contributing to fatigue at work and affecting their ability to perform the inherent requirements of their role, the Company encourages Workers to ask for help from their consultant at an early stage (that is, before the problem is the subject of disciplinary action), without fear of punishment. Such discussions will be kept confidential.

Safework Australia Fatigue resources –

<https://www.safeworkaustralia.gov.au/doc/managing-fatigue-workers>

