

ADCORP HOLDINGS AUSTRALIA – FATIGUE POLICY

Quick Guide

Why this matters?

Fatigue reduces your ability to work safely. It affects decision-making, reaction time, and overall health. Managing fatigue is critical to keeping everyone safe.

What is fatigue?

Fatigue is physical or mental exhaustion caused by things like:

- Long or irregular hours
- Not enough rest or breaks
- High workload or stress
- Travel or commuting

Our commitment

We will:

- Design work to reduce fatigue risk
- Set reasonable workloads and schedules
- Provide breaks and recovery time
- Monitor and address fatigue risks

Your responsibility

You must:

- Turn up fit for work
- Manage your own fatigue where possible
- Speak up if you are fatigued
- Follow instructions and take breaks
- Stop work if fatigue makes it unsafe

How we manage fatigue

We identify risks

- Long hours, high workload, poor rostering, travel

We assess risks

- Hours worked, break frequency, work demands, feedback

We control risks

- Limit excessive hours
- Schedule breaks
- Adjust workloads
- Ensure adequate staffing

Working hours & rostering

We aim to:

- Avoid excessive hours
- Provide enough time between shifts
- Monitor overtime
- Address high-risk fatigue situations

If you are placed with a client, we will work with them to manage fatigue risks.

Psychosocial factors

Fatigue is linked to stress, workload, and burnout.

We manage these risks as part of our broader WHS approach.

Reporting fatigue

Report any:

- Fatigue concerns
- Hazards or near misses
- Incidents where fatigue may be a factor

We will investigate and take action.

Bottom line

Fatigue is a safety risk.

If you're not fit for work, speak up. If it's unsafe, stop.

ADCORP HOLDINGS AUSTRALIA – FATIGUE POLICY

Process Area	Health, Safety & Environment	Policy Owner:	Group Safety, Risk & Compliance Manager
Policy Title:	Fatigue	Revision No.:	1
Policy No.:	AHA-HSE-PO-002	Next Revision Date:	Annually

This policy is applicable to the Adcorp Group of companies, its affiliates and subsidiaries in Australia in which it operates hereinafter referred to as “Adcorp”.

Policy Summary:

This policy establishes Adcorp's approach to identifying, managing, and minimising fatigue-related risks across all operations in Australia. It supports our duty as a PCBU to provide a safe system of work and recognises fatigue as both a physical and psychosocial hazard that can impair performance, decision-making, and safety.

Approved by:

Prepared By:  Chris Bailey Group Safety, Risk & Compliance Manager	Date: 30 th March 2026
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1. POLICY STATEMENT AND COMMITMENT

Adcorp are committed to eliminating or, where not reasonably practicable, minimising risks associated with fatigue.

Fatigue is recognised as a workplace hazard that can significantly impact health, safety, and performance. We are committed to:

- Providing systems of work that minimise fatigue risk
- Ensuring workloads, scheduling and expectations are reasonable
- Supporting workers to identify and report fatigue-related risks
- Integrating fatigue management into broader WHS and psychosocial risk frameworks

Fatigue management is a shared responsibility between Adcorp and all workers.

2. OUR OBLIGATIONS AND GOVERNING LEGISLATION

Adcorp will comply with all relevant Commonwealth, State and Territory WHS legislation, including:

- Work Health and Safety Act 2011 (Cth)
- Work Health and Safety Regulations 2011 (Cth)
- State and Territory WHS/OHS legislation (refer Annexure A)

Fatigue is captured under:

- Duty to provide safe systems of work
- Management of risks to health and safety
- Psychosocial hazard obligations (including workload, job demands, and working hours)

Relevant Codes and Guidance include:

- Safe Work Australia – *Guide for Managing the Risk of Fatigue at Work*
- Model Code of Practice: Managing Psychosocial Hazards at Work
- Industry-specific fatigue guidance where applicable

This policy should be read in conjunction with the broader WHS Policy and related Psychosocial and HR policies.

3. DEFINITIONS

Fatigue: A state of mental and/or physical exhaustion that reduces a person's ability to perform work safely and effectively.

Acute Fatigue: Short-term fatigue resulting from inadequate rest or excessive work demands.

Chronic Fatigue: Ongoing fatigue accumulated over time due to sustained workload, poor recovery, or lifestyle factors.

Fatigue Risk Factors include:

- Long working hours or extended shifts
- Inadequate breaks or recovery time

- Night or irregular shifts
- High cognitive or emotional demands
- Travel, commuting, or time zone disruption

4. ROLES AND RESPONSIBILITIES

Management (PCBU and Officers)

So far as is reasonably practicable, management will:

- Design work to minimise fatigue risks
- Ensure working hours and workloads are reasonable
- Monitor fatigue-related risks and indicators
- Consult with workers on fatigue and workload concerns
- Provide training and awareness on fatigue management
- Implement controls where fatigue risks are identified
- Respond appropriately to fatigue-related incidents

Workers (Employees, Contractors, Labour Hire)

Workers must:

- Take reasonable care of their own health and safety
- Present fit for work and manage personal fatigue where possible
- Report fatigue risks, hazards, or concerns
- Comply with fatigue management procedures and instructions
- Avoid undertaking work where fatigue may create a safety risk

5. FATIGUE RISK MANAGEMENT FRAMEWORK

5.1 Hazard Identification

Fatigue risks may arise from:

- Excessive working hours or overtime
- High workload or unrealistic deadlines
- Inadequate staffing levels
- Poor shift design
- Extended screen time or sedentary work
- Travel requirements

5.2 Risk Assessment

Adcorp will assess:

- Duration and timing of work
- Break frequency and adequacy
- Work intensity and cognitive load

- Worker feedback and reported fatigue
- Incident and near miss trends

5.3 Control Measures

Control measures may include:

- Limiting excessive working hours
- Scheduling appropriate breaks
- Managing workload and deadlines
- Providing flexibility where possible
- Ensuring adequate staffing levels
- Monitoring high-risk roles or environments
- Encouraging rest and recovery practices

6. WORKING HOURS AND ROSTERING PRINCIPLES

While recognising operational requirements, Adcorp will aim to:

- Avoid excessive daily or weekly working hours
- Ensure adequate rest breaks during shifts
- Provide sufficient time between shifts for recovery
- Monitor overtime and extended work periods
- Identify and manage high-risk fatigue scenarios

Where clients control working conditions (e.g. labour hire placements), Adcorp will:

- Engage with clients on fatigue risks
- Ensure WHS responsibilities are understood and shared
- Escalate concerns where fatigue risks are not adequately managed

7. PSYCHOSOCIAL AND ENVIRONMENTAL FACTORS

Fatigue is strongly linked to psychosocial hazards. Adcorp will consider:

- Workload and job demands
- Role clarity and expectations
- Work-related stress and burnout
- Remote or isolated work conditions
- Emotional or cognitive load

Fatigue risks will be managed in alignment with psychosocial risk obligations.

8. INCIDENT REPORTING AND RESPONSE

All fatigue-related incidents, hazards, or near misses must be reported.

Adcorp will:

- Investigate incidents where fatigue may be a contributing factor
- Identify root causes (e.g. workload, rostering, staffing)

- Implement corrective actions
- Monitor trends to prevent recurrence

9. TRAINING AND AWARENESS

Adcorp will provide:

- Education on recognising fatigue symptoms
- Guidance on managing fatigue
- Information for managers on identifying and responding to fatigue risks

Workers will be supported to:

- Recognise early signs of fatigue
- Raise concerns without fear of reprisal

10. POLICY REVIEW

This policy will be reviewed periodically or as required to ensure:

- Continued legislative compliance
- Alignment with operational needs
- Effectiveness of fatigue risk controls

11. DOCUMENT HISTORY

The following table lists the changes made to this document:

Version	Date	Author	Change
1.0	30/03/2026		Original document

ANNEXURE A – RELATED DOCUMENTATION AND LEGISLATION

This policy should be read in conjunction with the following legislation and other Adcorp policies and documentation:

Australia:

Legislation applicable to Australia:

Work Health and Safety Act 2011 (Cth): The primary Act that outlines the general duties of PCBUs, officers, and workers. It provides the overarching framework for WHS across Australia.

Work Health and Safety Regulations 2011 (Cth): These regulations provide specific rules and requirements for how to comply with the duties in the WHS Act.

State and Territory Legislation

New South Wales:

Work Health and Safety Act 2011 (NSW)

Work Health and Safety Regulation 2025 (NSW)

Victoria:

Occupational Health and Safety Act 2004 (VIC)

Occupational Health and Safety Regulations 2017 (VIC)

Queensland:

Work Health and Safety Act 2011 (QLD)

Work Health and Safety Regulation 2011 (QLD)

Western Australia:

Work Health and Safety Act 2020 (WA)

Work Health and Safety Regulations 2022 (WA)

South Australia:

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Tasmania:

Work Health and Safety Act 2012 (TAS)

Work Health and Safety Regulations 2012 (TAS)

Australian Capital Territory:

Work Health and Safety Act 2011 (ACT)

Work Health and Safety Regulation 2011 (ACT)

Northern Territory:

Work Health and Safety (National Uniform Legislation) Act 2011 (NT)

Work Health and Safety (National Uniform Legislation) Regulations 2011 (NT)

Guidance Material

- Safe Work Australia – *Guide for Managing the Risk of Fatigue at Work*
- Model Code of Practice: Managing Psychosocial Hazards at Work