



# **CDTS North and West Ltd**

## **HEALTH & SAFETY POLICY**

## Health and Safety Policy Statement

The following is a statement of the company's general health and safety policy in accordance with section 2 of the Health and Safety at Work etc Act 1974.

It is the policy of CDTS North and West Ltd to ensure so far as is reasonably practicable the health, safety and welfare of all of the employees working for the company or other persons who may be affected by our undertakings.

CDTS North and West Ltd acknowledges that the key to successful health & safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To sustain that commitment, we will continually measure, monitor and revise where necessary an annual plan to ensure that health and safety standards are adequate.

The Managing Director will implement the company's health and safety policy and recommend any changes to meet new circumstances. The instructions will then be carried out through the normal chain of management. The company recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources accordingly.

The management of CDTS North and West Ltd looks upon the promotion of health and safety measures as a mutual objective for themselves and their employees at all levels. It is therefore, the policy of the management to do all that is reasonably practicable to prevent personal injury and damage to property. Also the company aims to protect everyone, including all visitors and members of the public, insofar as they come into contact with the company or its activities, from any foreseeable hazard of danger.

All employees have duties under the Health and Safety at Work etc Act 1974 and they are informed of their personal responsibilities to take due care for the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. They are also informed that they must co-operate with the company in order that it can comply with the legal requirements placed upon it and in the implementation of this policy.

The company will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The company will ensure a systematic approach to identifying hazards, assessing the risk, determining suitable and sufficient control measures and informing employees of the correct procedure.

The company will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

The company regards all health and safety legislation as the minimum standard and expects management to achieve their managerial targets without compromising health and safety.

Name: Mr James Thomson

Signature: 

Position: Managing Director

Date: 23<sup>rd</sup> October 2025

Review date: 22<sup>nd</sup> October 2026

## **PART 2 – Organisation and Responsibilities**

### **2.1 Head of Company**

James Thomson has overall responsibility for health and safety in CDTS North and West Ltd, and will:

- Ensure suitable financial provision is made for health & safety obligations
- Provide appropriate information and instruction to employees
- Ensure work is planned to take into account health & safety issues
- Ensure that staff at all levels receive appropriate training
- Monitor and assess risk to health and safety
- Understand the company policy for health and safety and ensure it is readily available for employees
- Set a personal example when visiting site by wearing appropriate protective equipment
- Actively promote at all levels the company's commitment to effective health and safety management

### **2.2 Health and Safety Co-ordinator / Representative**

Named person responsible for H&S: James Thomson

The Health and Safety Co-ordinator / Representative will undertake and be responsible for:

- Monitoring the implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces
- Investigating accidents and implementing corrective action
- Reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking
- Liaising with managers, employees, sub-contractors and specialists as and when appropriate
- Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 2013

### **2.3. Employees**

Section 7 of the Health and Safety at Work Act 1974 states the following:

It shall be the duty of every employee while at work –

(A) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

(B) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

In order for all employees to comply with their legal duties, they will undertake and be responsible for:

- Reading and understanding the Company's health and safety policy and carry out their work safely and in accordance with it requirements
- Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy
- Reporting any defects to work equipment immediately to the Site Supervisor
- Reporting to the management any incidents, which have led or might lead to injury or damage
- Reporting any accidents or near misses however minor to the Site Supervisor
- Using the correct tools and equipment for the job in hand and in accordance with training and instructions
- Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.

## **PART 3 – Arrangements**

### **3.1 Communication**

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with the employees via regular safety meeting, toolbox talks, e-mails and memos posted on the staff notice board.

### **3.2 Training**

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health and safety awareness, company procedures etc)
- The introduction or modification of new/existing machinery or technology
- A change in employee position/work activity or responsibility

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

### **3.3 Risk Assessments**

James Thomson will carry out and record formal risk assessments. In addition, risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimize the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from James Thomson if required. James Thomson ensures operators are provided with appropriate instruction and training on risk assessments.

### **3.4 Method Statements**

Formal method statements (safe working procedures) will be prepared in writing where the risk is particularly high. The method statements will provide site specific information on the task to be undertaken including site set up, chain of responsibility and will detail a clear sequence of work that would be followed in order to undertake the given task safely.

### **3.5 Co-operation with Clients**

Employees will always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high-risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times.

### 3.6 Welfare Facilities

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site

### 3.7 Work Equipment

All work equipment (including Electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).

Before new equipment is introduced into the working environment, an assessment will be made by: James Thomson In order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturers' guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Site Supervisor.

### 3.8 Personal Protective Equipment (P.P.E.)

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue, and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to: James Thomson .....

## 3.9 Hazardous Substances

The risks associated with hazardous substances are considered for all work activities. Alternative less harmful substances are used wherever possible. In case of risks to health, PPE is provided and used by employees, and health surveillance undertaken where necessary.

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by James Thomson, in line with the Control of Substances Hazardous to Health Regulations (COSHH). Alternative less harmful substances will be used wherever possible.

COSHH assessments will be carried out by James Thomson and copies will be provided to employees before work is carried out. Assessments will consider storage, handling, aspects of use, exposure, PPE requirements, workers health, and emergency actions.

Supervisors will brief staff on any hazard or substance precautions, with written records being located in an accessible location. An inventory of all substances and materials hazardous to health is held at head office.

Instruction will be provided to new and existing employees on the safe handling of substances that are potentially hazardous to health and taught how to adequately risk assess their usage under COSHH Regulations 2002 (as amended in 2003/2004).

## 3.10 First Aid & Accident Reporting

Adequate first aid provision will be made at every place of work occupied by the Company.

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work. First Aid boxes will be checked weekly and replenished as is necessary by James Thomson.

Head Office – the first aid box is located at reception. The names of the first aiders are displayed in the reception area and in the kitchen.

On Project Sites – wherever possible arrangements are made with clients/principle contractors to use their first aid facilities. Where this is not possible, a member of the project team will be nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

All accidents MUST be reported to your Site Supervisor and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to James Thomson as soon as possible after the incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.):

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

- Any work-related injury that leads to an employee being absent from work for 7 consecutive days or more
- Fracture other than to fingers, thumbs or toes;
- Amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to
- Unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

All accidents / incidents will be investigated by senior management and any action taken as a result of an investigation will be formally recorded.

## 3.11 Manual Handling

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. Our employees are advised not to manually handle loads which they feel incapable of moving safely.

## 3.12 Fire Safety & Emergency Procedures

It is the Company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Site Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

The person with responsibility for the maintenance and testing of fire alarms and firefighting equipment is: James Thomson. The person with responsibility to ensure that the evacuation arrangements are in place and tested is: James Thomson.

In the event of the fire alarm being activated, or in any other emergency situation (e.g. bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point.

## 3.13 Sub-Contractors

Sub-contractors are instructed primarily on the basis of their technical capability, though due regard is also taken of health and safety. Serious breaches of health and safety and the contractor's capability for specific risks will be taken into account during the selection process.

- Activities that we sub-contract include:

Labour only sub-contractors

- Sub-contractor's health & safety arrangements are assessed by requesting the following documents:

Sub-contractor Assessment Questionnaire

- We manage / supervise / monitor sub-contractor's activities by the following means:

Sub-contractors are selected on the basis of their suitability for the project to ensure a seamless quality provision of service. Supply chains remain flexible throughout the life of the contract. Our suppliers are appointed through an approved supplier process. Suppliers are managed through an approved vendor process and our team have the experience, staff resources and capacity to manage suppliers at each stage of the supply chain. James Thomson also has the responsibility of monitoring the performance of our sub-contractors using regular six-month appraisals.

## 3.14 Public safety

The safety of members of the public and other contractors is considered at all times whilst on site. Any work area that could place others at risk due to the Company's activities will be closed off by appropriate means (e.g. safety signage, bollards, tape, hoarding) in order to restrict access.

## 3.15 Working at Height Procedures

The hazards of working at height are very often overlooked, which is why falls from height continues to be the biggest killer in the construction industry.

CDTS North and West Ltd recognises and accepts its duties under the Work at Height Regulations 2005. The Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person that controls the work of others to the extent of their control (for example facilities managers or building owners who may contract others to work at height).

CDTS North and West Ltd will ensure:

- All work at height is properly planned and organised;
- Those involved in work at height are competent;
- The risks from work at height are assessed and appropriate work equipment is selected and used;
- The risks from working on fragile surfaces are properly controlled; and
- Equipment for work at height is properly inspected and maintained.

The Regulations include Schedules giving requirements for existing places of work and means of access for work at height, collective fall prevention (e.g. guardrails and working platforms), collective fall arrest (e.g. nets, airbags etc), personal fall protection (e.g. work restraints, fall arrest and rope access) and ladders.

CDTS North and West Ltd will:

- Avoid work at height where they can;
- Use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

When working at height the safest and most appropriate working platform will be used. When making the decision what equipment to use, CDTS North and West Ltd will look at what the job includes, how long will it last and where it needs to be done. It is not illegal to use a ladder to work at height but other means of access such as fixed scaffold, tower scaffold or mobile elevated working platforms will be considered by CDTS North and West Ltd, in preference to relying on ladders.

When considering using a ladder, CDTS North and West Ltd will make sure that:

- The work is of short duration and involves only light work
- Three points of contact can be maintained at all times
- The work only requires one hand to be used
- The work can be reached without stretching
- The ladder can be fixed to prevent slipping
- A good handhold is available
- The ladder is safe to use and has been regularly inspected

If a mobile elevated working platform is selected, then CDTS North and West Ltd will ensure the following:

- Only a suitably trained and competent person operates the platform
- That fall arrest equipment is provided and used by the person or persons inside the platform
- No one in the platform will climb out over the guard rails unless the platform is specifically designed to allow this
- All hand tools are secured to the platform with safety ropes to prevent them falling should they be dropped
- A suitable means of descent from the platform is provided in case of an emergency
- Maintenance and test records (dated within the last 6 months) of the equipment are available for inspection

If a mobile scaffolding tower is selected, then CDTS North and West Ltd will ensure the following:

- It has been erected by a suitably trained and competent individual
- The relevant components show no signs of rust or damage
- A suitable means of access is provided inside the tower
- Toe boards and guard rails are provided at the suitable heights (Toe board 150mm, intermediate guard rail 470mm and the top guard rail 950mm)
- That weather and ground conditions are properly considered as these may adversely affect the stability of the tower and also its suitability for the task
- That an inspection regime is in place to ensure the tower remains safe at all times

If fixed scaffolding is selected, then CDTS North and West Ltd will ensure the following:

- That it has been designed, erected, altered and dismantled by a competent person or the work is supervised by a competent person
- It is only erected on a firm level foundation that is capable of taking the load of the scaffold
- It is braced and tied to a permanent structure or otherwise stabilised
- If it is to be loaded, then it must be appropriately altered to withstand the extra weight
- That platforms are fully boarded and wide enough for work and access
- That scaffold boards are properly supported and do not overhang excessively i.e. More than four times its thickness
- That there is a safe ladder or other means of access to the platform. If a ladder is used it must be tied off and extend at least one metre above the platform to provide a safe handhold
- It is regularly inspected and formal detailed inspections are made at least every 7 days or sooner if something occurs that may have affected its strength and/or stability

In summary, if any work involves working at height then CDTS North and West Ltd will ensure the safety of its employees and the general public by ensuring the most appropriate working platform is selected and that these are well maintained, the staff used to operate or erect them are competent to do so and that all appropriate safety measures have been implemented i.e. Guardrails, fall arrest equipment and safety signage are supplied

### 3.16 Drugs & Alcohol

CDTS North and West Ltd has drafted this 'Alcohol and Drug Policy' in order to promote a sensible attitude towards alcohol and drugs and outline its commitment to offer support and assistance to those employees who may need it. CDTS North and West Ltd recognises that, for a variety of reasons, employees could develop alcohol or drug related problems.

CDTS North and West Ltd is sympathetic to these problems. However, any misuse or abuse of alcohol and drugs presents a serious problem in the workplace. CDTS North and West Ltd has a responsibility under Health and Safety Law to protect the welfare of all its employees. Employees who drink excessively or take unlawful drugs are likely to have work accidents, endanger their colleagues, be absent from work, and work less efficiently. For these reasons, the following rules apply to protect our employees from the harmful effects of unlawful drugs and excessive alcohol consumption.

#### *Help and Advice*

When it is known or suspected that an employee has an alcohol or drug related problem, James Thomson is the person designated to provide advice and guidance on how to seek suitable treatment. The company aims to deal helpfully and sympathetically with any employees' problems with substance dependency. The initial aim of any discussions will be to offer constructive assistance and support. Such discussions will remain strictly confidential.

Appropriate help will be offered to any employee who has an alcohol or drug problem. If this problem affects this employee's conduct or performance at work, and they refuse to accept the guidance and help that is offered, the matter will be referred for action under normal disciplinary procedures. Similarly, any employee who undergoes counselling and rehabilitation, and later suffers a relapse in conduct and performance will, after review and evaluation, be dealt with through disciplinary channels.

## *Company Expectations*

The consumption or possession of alcohol or drugs on company premises is strictly forbidden. Staff must never drink alcohol or take drugs if they are required to drive any vehicles on company business, or when they are on call or operational standby.

Employees must never drink alcohol or consume drugs immediately before coming to work or be still under the influence during working hours. If you come to work with a hangover and the health and safety of colleagues is compromised, then you may also be subject to disciplinary proceedings. The same applies to being under the influence of drugs, or buying, selling or being in possession of illegal substances on company premises.

The company has no desire to impinge upon any employee's freedom to consume alcohol out of normal working hours and away from company premises. The company will only deem there to be a problem when, due to the excessive regular consumption of large amounts, an employee's attendance, performance or conduct becomes erratic.

If employees attend social business/client functions outside of working hours and are representing the company, then they are expected to moderate their drinking, and stay well within the legal limit if driving.

## *The consequences of non-compliance*

Failure to adhere to these company expectations will amount to a disciplinary offence and, as such, normal company disciplinary procedures will apply. Should the offence be of a serious nature, then it may be viewed as gross misconduct, resulting in the employee's summary dismissal.

Under such circumstances, the company reserves the right to escort the employee from its premises. The company also reserves the right to carry out random alcohol and drug screening tests on employees in the workplace. A positive test result, or refusal to take the test, will also be viewed as a potential gross misconduct, and result in severe disciplinary actions in accordance with company procedure. Dismissal is a likely outcome in the most serious of cases.

## 3.17 Protection from fatigue

CDTS North and West Ltd is committed to the health and safety of all people at the workplace. The purpose of this procedure is to establish a systematic process to identify and manage work health and safety risks associated with fatigue at CDTS North and West Ltd workplaces.

Fatigue is a state of mental and/or physical exhaustion which reduces a person's ability to perform work safely and effectively. It can occur because of prolonged mental or physical activity, sleep loss and/or disruption of the internal body clock. Fatigue can be caused by factors which may be work related, non-work related or a combination of both and can accumulate over time.

Fatigue can adversely affect safety at the workplace. Fatigue reduces alertness, which may lead to errors and an increase in incidents and injuries. As an employee experiences rising fatigue levels, there are corresponding physiological, behavioural and emotional changes that may impact on the ability of an employee to safely undertake work. The following signs or symptoms may indicate an employee is affected by fatigue:

- excessive yawning or falling asleep at work
- short-term memory problems and an inability to concentrate
- noticeably reduced capacity to engage in effective interpersonal communication
- impaired decision-making and judgment
- reduced hand-eye coordination or slow reflexes
- other changes in behaviour, for example repeatedly arriving late for work
- increased rates of unplanned absence.

A fatigued worker may also experience symptoms not obvious to others including:

- feeling drowsy
- headaches
- dizziness
- difficulty concentrating
- blurred vision or impaired visual perception
- a need for extended sleep during days off work.

The first step in the management process is to identify all reasonably foreseeable factors which could contribute to and increase the risk of fatigue. Fatigue is often caused by a number of inter-related factors which can be cumulative. Common factors that may contribute to fatigue are:

- Work schedules which limit the time workers can physically and mentally recover from work. This may include workers who undertake shift work, night work, work extended hours or are not able to take regular breaks.
- Job demands, particularly work that requires extended periods of work that is physically or mentally demanding.
- Sleep, including the length of sleep time, the quality of sleep and the time since sleep.
- Environmental conditions, such as exposure to heat, cold, vibration or noise, can make workers tire quicker and may impair performance.
- Non-work-related factors, such as a worker's lifestyle, family responsibilities or health may all increase the risk of fatigue.

Methods that management may utilise to identify whether there are any of the above risk factors affecting their workers include:

- consulting with workers
- examining work practices and systems of work
- examining employees timesheets and overtime
- incident data and the findings of incident investigations
- seeking advice and information from relevant experts.

The best way to control the health and safety risks arising from fatigue is to eliminate the factors identified as causing fatigue at the source. If elimination is not reasonably practicable, the risks must be minimised. The determination of the most effective controls to manage the risks associated with fatigue should always be identified in consultation with workers where possible.

The following section outlines common control measures the company will consider based on the factors identified as contributing to or increasing the risk of fatigue in order to manage fatigue.

Control measures for fatigue risks which can be built into the work scheduling may include:

- designing working hours and rosters to allow for good sleep opportunity and enough recovery time between work days or shifts for travelling, eating, washing and sleeping. Where possible, a minimum of a 10-hour break should be provided between shifts
- ensuring workers have and take adequate and regular breaks to rest, eat and rehydrate
- avoiding scheduling high-risk work during low body clock periods (i.e. between 2am and 6am)
- establishing plans to manage workload change caused by machinery breakdowns or planned and unplanned absences
- managing overtime, shift swapping and on-call duties
- implementing processes to manage accrued leave balances and requests for leave
- considering future rosters and schedules when approving request for leave or shift swaps, and ensuring leave is reflected in rosters
- considering alternative options to face-to-face meetings, for example teleconferencing or video conferencing so workers are not required to spend time travelling to meetings.

Consideration should be given to implementing additional specific control measures when planning work schedules and rosters for specific work arrangements, including shift and night work, seasonal, emergencies and on-call arrangements. These may include:

- structuring shifts and designing work plans so work demands are highest towards the middle of the shift and decrease towards the end
- avoiding morning shifts starting before 6am where possible
- avoiding split shifts or if there is no alternative to split shifts consider their timing, for instance whether they are likely to disrupt sleep
- setting shift rosters ahead of time and avoiding last-minute changes, to allow workers to plan leisure time
- allocating shift and night workers consecutive days off to allow for at least two full nights' sleep
- overlapping consecutive shifts to allow enough time for communication at shift handovers
- minimising overtime allocation after afternoon or night shifts
- consider if night work is necessary and rearrange schedules so non-essential work is not carried out at night
- providing information to shift workers including tips for them to prevent and manage the risk of fatigue.

Control measures to prevent or minimise the risk of fatigue associated with job demands can include:

- ensuring fit-for-purpose plant, machinery and equipment is used at the workplace (e.g. ergonomic furniture, lifting equipment)
- redesigning the job to limit periods of excessive mental or physical demands
- considering job rotation to limit a build-up of mental and physical fatigue
- developing contingency plans for potential situations where workers may have to unexpectedly work longer hours, more shifts or a long sequence of shifts
- planning for expected changes in work flow including anticipated peaks and troughs throughout the year.

Control measures to prevent or minimise the risk of fatigue associated with environment conditions can include:

- avoid working during periods of extreme temperature or minimise exposure time through job rotation
- provide welfare facilities where workers can take a rest break, rehydrate and meal breaks
- install adjustable, low-vibration seats in machinery and vehicles and provide low vibration hand held equipment
- consider the provision of Personal Project Equipment (PPE)
- provide and maintain a workplace which is well lit, safe and secure.

Employees have a duty to take reasonable care for their health and safety and this includes enough sleep so they can arrive fit for work.

Once control measures are implemented, management will establish mechanisms to monitor and review the controls, to ensure they continue to be effective in managing fatigue. Consideration may be given to implementing trial periods for any new work schedules and encouraging workers to provide feedback on their effectiveness.