

 DEE CRAMER HEATING / COOLING / SHEET METAL <i>Dedicated People. Delivering Quality.</i>	Dee Cramer, Inc.		Doc No:	FM
	Safety Management System		Initial Issue Date:	1/1/2017
			Revision Date:	6/23/2026
FATIGUE MANAGEMENT			Revision No.	1.0
			Next Review Date:	6/23/2029
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Purpose

To ensure our employees recognize the effect of fatigue as related to safely being able to perform work and to establish guidelines for work hours and equipment to reduce fatigue in our business and at our client locations.

Scope

This program applies to all Dee Cramer, Inc. projects and operations.

Responsibilities

Supervisors/Management

- Management accepts responsibility for the implementation of this fatigue management policy.
- Responsible for the implementation and maintenance of this program for their site and ensuring all assets are made available for compliance with the program.

Employees

- Employees must present in a fit state free from alcohol and drugs.
- Employees must not chronically use over the counter, prescription drugs and any other product which may affect an employee's ability to perform their work safely, including fatigue that sets in after the effects of the drug wear off.
- Employees shall report tiredness/fatigue and lack of mental acuity to supervision and supervisory personnel shall make safety critical decisions and take appropriate actions to prevent loss including replacement of tired employees, changing schedules, or forcing work stoppages.
- Employees need to rest prior to starting work.
- Employees need to monitor their own performance and take regular periods of rest to avoid continuing work when tired.

Procedure

The guiding principles of fatigue management shall be incorporated into the normal management functions of the business and include the following:

- Employees must be in a fit state to undertake work
- Employees must be fit to complete work
- Employees must take minimum periods of rest to safely perform their work

These principles will be managed through:

- The appropriate planning of work tasks, including driving, vehicle and equipment maintenance, loading and unloading and other job-related duties and processes
- Providing appropriate equipment to help reduce stress and fatigue
- Regular medical checkups and monitoring of health issues as required by legislation
- The provision of appropriate sleeping accommodation where required

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- Ongoing training and awareness of employee health and fatigue

Work Hour Limitations and Rest Breaks to Control Fatigue and Increase Mental Fitness

Dee Cramer, Inc. has set the following procedures, limiting work hours and controlling job rotation schedules, also known as staff/work balance, to help control worker fatigue. Dee Cramer, Inc. will set work hour limitations and will control job rotation schedules to control fatigue, allow for sufficient sleep and increase mental fitness to control employee turnover and absenteeism.

1. Every employee shall have necessary work breaks to avoid fatigue. These scheduled breaks will apply to both driving and on-site hours. The following shall be a minimum:
 - 15 Minutes each 2.5 Hours
 - 30 Minutes after 5 Hours
 - 30 Minutes after 10 Hours
2. No workers shall work more than:
 - 12 hours per day
 - 24 Days Continuous
3. Unfamiliar or irregular work should be avoided.

Use of Ergonomic Friendly Equipment

Ergonomic equipment will be used to improve workstation conditions such as anti-fatigue mats for standing, lift assist devices for repetitive lifting, proper lighting and controls of temperature and other ergonomic devices as deemed appropriate. Equipment to be used will be determined in the work task analysis.

Analysis of Work Tasks to Control Fatigue

Work tasks to control fatigue must be analyzed and evaluated periodically. Dee Cramer, Inc. will make any necessary changes to equipment, training or procedures based on the evaluation.

Incident Analysis

If there is an incident there shall be an initial identification/assessment of evidence. Initial identification of evidence immediately following the incident might include a listing of people, equipment, materials involved and a recording of environmental factors such as weather, illumination, temperature, noise, ventilation, etc. and physical factors such as fatigue, age and medical condition.

Training

Dee Cramer, Inc. is committed to ensuring that all employees are competent to perform their tasks including:

- Fatigue management and health issues.

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- Dee Cramer, Inc. must provide initial and annual toolbox talk on how to recognize fatigue, how to control fatigue through appropriate work and personal habits and reporting of fatigue to supervision.

A record of individual fatigues training and competency will be maintained.

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Management of Change		
Date	Description of Change	Name
6/23/2026	General process flow updates.	Madelyn Nichols