



## Fatigue Management Policy

Coral Beach Farms recognises that fatigue affects a person's health and wellbeing, increases the chance of illness and workplace injuries and reduces performance and productivity within the workplace.

The purpose of this policy is to highlight the effects and risks of employee fatigue, the shared responsibility to manage it appropriately and the preventative actions that should be planned and taken to minimize the associated risks, given the unique working environment we operate within.

### Definitions

**Fatigue:** the state of feeling very tired, exhausted, weary, or sleepy. Fatigue results from lack of sleep and can be heightened from prolonged mental activity or long periods of stress or anxiety. Boring or repetitive tasks can also intensify feelings of fatigue. Fatigue can be chronic or acute.

**Chronic Fatigue:** a long-term state that results from an extended loss of necessary sleep. A sleep debt can build over week or months from a reduction or disruption of a normal sleep routine.

**Acute Fatigue:** results from a sudden onset of short-term sleep loss, such as getting less sleep than normal before a work shift.

### Policy

Coral Beach Farms will enforce policies and practices to limit the impact of staff fatigue. These include:

1. Staff will not work more than 16 hours in a 24 hour period.
2. Staff shall not work more than 10 days without a day of rest.

### Responsibilities

#### Employer

1. Must ensure the health and safety of all workers working for the employer (Sec 115 (1)(a) Workers Compensation Act).
2. Take all reasonable measures to eliminate or mitigate the risks
3. Review annually, in conjunction with a review of hazard assessments, the effectiveness of actions taken to minimize or eliminate fatigue in the workplace and make improvements to procedures, as required.

#### Supervisor

1. Duty to ensure the health and safety of all employees, with particular attention paid to new and young workers.
2. Take all steps reasonable to prevent a worker from working excessive hours.

## Employee

1. Every worker must ensure that their ability to work is without risk to his or her health or safety, or to the health or safety of any other person, is not impaired by alcohol, drugs or other causes (Sec 116 (2)(d) Workers Compensation Act).
2. Arrive at work adequately rested and prepared for duty.
3. Recognize personal limits and decline requests to do overtime if fatigued.

## Training

Coral Beach Farms will provide all employees with education on fatigue risk management and their responsibilities under this policy. This education will give employees the knowledge and clear direction to manage their own fitness for duty related to fatigue. The education will allow personnel to recognize symptoms and behaviours associated with fatigue. Managers, supervisors and members of the Joint Health and Safety Committee will participate in a more detailed education if needed.

## Exceptions

During disasters, emergencies or other exceptional circumstances, this Policy may be waived with the approval of the Farm Manager or Owner.

I, \_\_\_\_\_, understand that Coral Beach maintains a **Fatigue Management Policy**.

I have received and read a copy of this policy. If I did not understand the policy, I have asked for and have received an explanation. I understand that any breach of the policy may result in administrative and/or disciplinary measures, up to and including dismissal for cause.

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SIGNATURE

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DATE

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PRINT NAME