



P07 – FATIGUE MANAGEMENT POLICY

Purpose

Hobart Food Equipment aims to conduct its business in a manner that recognises the importance of the health, safety and wellbeing of its employees, contractors and the general public.

Scope

This policy applies to all employees and contractors (including self-employed carriers) of the Company. This policy particularly applies to those who work extended hours.

Definition

Fatigue is mental or physical exhaustion that prevents a person from functioning normally and can impair safe work performance. It includes feeling sleepy, feeling physically or mentally tired, and feeling exhausted or lacking energy.

Fatigue can cause reduced concentration, impaired coordination, compromised judgement and slower reaction times.

Scope

To help identify fatigue, the following table provides examples of the causes and signs of fatigue:

Causes of fatigue	Signs of fatigue
<ul style="list-style-type: none">• Physical or mental exertion• Long periods without sleep• Not enough sleep• Inadequate rest breaks• Health problems• Family and other personal commitments• Medications that cause drowsiness• Temperature• UV and radiation	<ul style="list-style-type: none">• Lack of alertness and inability to concentrate• Poor judgement or memory• Difficulty keeping eyes open• Excessive yawning• Feeling irritable or restless• Drowsiness or falling asleep (including taking micro sleeps)• Making mistakes



Responsibilities

Managers, employees and contractors of the Company all have responsibilities to ensure that fatigue does not impact on the health, safety and wellbeing of themselves and others.

Manager responsibilities

Managers of the Company are responsible for the following:

- identifying and assessing risks with the potential to result in fatigue
- providing opportunities for employees and contractors to obtain adequate rest from work; including lunch breaks and other breaks throughout the day, as per entitlements
- monitoring workloads, work patterns and rostering arrangements to ensure that employees and contractors are not put at risk due to fatigue
- providing information, instruction and training about the risks involved with fatigue
- ensuring workers have and take adequate and regular breaks to rest, eat and rehydrate

Worker responsibilities

Given that **workers** may operate independently of any effective control, employees and contractors must actively support and apply fatigue management practices.

Accordingly, employees and contractors of the Company are responsible for the following:

- participating in risk management processes
- participating in education and training in order to gain an understanding of fatigue
- taking any breaks as required / entitled during their work, to minimise fatigue
- recognising signs of fatigue and reporting these to their manager
- using time away from work to recuperate in order to be fit and able for their return
- avoiding behaviours and practices that contribute to fatigue

Working Hours

Workers of Hobart Food Equipment are provided work hours as part of their employment contracts, based on their job role, which provide the maximum hours of work, as identified with reference the National Employment Standards (NES).

Reasonable additional hours may be required to ensure that works are completed adequately and safely. At maximum, workers must not conduct work with Hobart Food Equipment for more than 12 hours in a day, or 60 hours within a 7-day week. All workers must have appropriate stand down between work periods, of at least 10 hours. If hours exceed any of these limits, a break must be taken to conduct a Risk Assessment and determine if the work can be continued safely. If works cannot be done safely, the works must not be done.

An employee may refuse to work additional hours if they are unreasonable. Any reasonable additional hours must provide consideration to:

- any risk to employee health and safety
- the employee's personal circumstances, including family responsibilities
- the needs of the workplace or enterprise
- whether the employee is entitled to receive overtime payments, penalty rates or other compensation for (or a level of remuneration that reflects an expectation of) working additional hours
- any notice given by the employer to work the additional hours
- any notice given by the employee of their intention to refuse to work the additional hours
- the usual patterns of work in the industry
- the nature of the employee's role and the employee's level of responsibility
- whether the additional hours are in accordance with averaging provisions included in an award or agreement that is applicable to the employee, or an averaging arrangement agreed to by an employer and an award/ agreement-free employee
- any other relevant matter

Other Policies Also Apply

Employees and contractors must also be aware of other policies of the Company, which also aim to ensure the health and safety of employees, contractors and the general public.

Breaches of this Policy

Non-compliance with this policy will be viewed as a serious matter. Accordingly, any breach of this policy may expose an employee or contractor to disciplinary action, up to and including the termination of their employment or engagement as per the disciplinary policy.

A handwritten signature in black ink, appearing to read "D. Glasow".

Daniel Glasow, GM Australia & New Zealand

Hobart Food Equipment

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