



COUNTY OF NORTHERN LIGHTS

POLICY

FATIGUE MANAGEMENT

CREATED: 2/9/2025

REVISED:

TOTAL PAGES: 3

PURPOSE

To ensure our employees recognize to 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 company projects and operations.

POLICY

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

- Workers must be in a fit state to undertake work
- Workers must be fit to complete work
- Workers 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 accommodations where required
- Ongoing training and awareness of employee health and fatigue issues

ROLES AND RESPONSIBILITIES

The following addresses the roles and responsibilities of workers to report tiredness/fatigue to supervision and that supervision take appropriate action to assist the worker.\

Management

- Management accepts responsibility for the implementation of this fatigue management policy.

Site Manager

- Responsible for the implementation and maintenance of this program for their site and ensuring all assets are made available for compliance with the program.

Workers

- Workers must present in a fit state free from alcohol and drugs.
- Workers must never operate motor vehicles and/or heavy equipment while excessively fatigued.
- Workers must not chronically use over the counter, prescription drugs and any other product that may affect an employee's ability to perform their work safely, including fatigue that sets in after the effects of the drug wear off.
- Workers must report fatigue to their supervisor. Supervision must take appropriate actions to prevent loss.
- Workers need to be rested prior to starting work.
- Workers need to monitor their own performance and take regular periods of rest to avoid continuing work when tired.



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WORK HOUR LIMITATIONS AND REST BREAKS

Work schedules are managed to help control worker fatigue. Management will set work hour limitations and will control job rotation schedules to control fatigue, allow for sufficient sleep and increase mental fitness. Work scheduling should take into consideration the amount of rest between workdays, shift work, on-call time, traveling across different time zones, etc.

Workers should take periodic breaks to minimize fatigue and increase mental fitness. Management should provide sufficient rest breaks for workers to allow for rest and recovery time. Depending on the location, this may also include access to proper nutrition and opportunities for physical activity. Work schedules are managed to help control worker fatigue. Work hour limitations and job rotation schedules to control fatigue, to allow for sufficient sleep, and increase mental fitness are set out below:

1. Every worker shall have necessary work breaks in order to avoid fatigue. These scheduled breaks will apply to both driving and on-site hours. The following shall be a minimum:
 - a. 15 Minutes each 2.5 hours
 - b. 30 Minutes after 5 Hours
 - c. 30 Minutes after 10 Hours
2. No worker shall work more than:
 - a. 12 hours per day
 - b. 24 Days Continuous

USE OF ERGONOMIC 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

Job tasks are designed to minimize/control fatigue. Work tasks to control fatigue must be analyzed and evaluated periodically. Fatigue hazards should be minimized. Examples of fatigue hazards include the type of work task, the length of the task, workplace conditions, etc. This will be included in the site-specific hazard analysis.

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

- Workers are provided training on the Fatigue Management program. Training must be provided on how to recognize fatigue, how to control fatigue through appropriate work and personal habits and fatigue reporting.
- Workers will receive initial and annual training.
- A record of individual fatigues training and competency will be maintained.

COMMUNICATION

As per the company Safety Management System Manual, and corporate communication policy, all applicable policies and procedures are reviewed with all new employees prior to engaging in any work activities (during orientation) and annually every twelve months thereafter with existing and/or returning employees (refresher training).



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Chief Elected Official

Chief Administrative Officer