

# Fatigue Management Policy

## MiniCabRide Limited

---

### 1- Purpose

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, including establishing hours of service limitations.

---

### 2- Scope

The policy applies to all employees, and drivers while performing on-duty work or carrying out activities on behalf of MiniCabRide Limited, including:

- 2.1- Those who work at offices, facilities, or remote areas supporting the organization.
  - 2.2- Those who work in remote sites require lengthy drives.
  - 2.3- Those who undertake driving as part of their roles.
  - 2.4- Those who undertake business travel which includes air travel and rental vehicles as part of their roles
- 

### 3- Roles and Responsibilities

#### 3.1-Team Leaders

- Must ensure the health and safety of all workers on all job sites.
- Take all reasonable measures to eliminate or mitigate the risks of fatigue.
- 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 local procedures or processes, as required.
- Take all steps reasonable to prevent a worker from working excessive hours.

#### 3.2- Employees/Contractors:

- Arrive at work adequately rested and prepared for on-duty work.
- Recognize personal limits.
- Self-report any concerns related to fatigue before work commencing or during work activities.
- Keep track of work hours and inform your Team Leader if you are near hours-of-service limits (Defined in Section 6).

#### 3.3- Drivers:

- Driving a People carrier vehicle is difficult and involves a high degree of responsibility.
  - As a professional dangerous goods vehicle driver, it is **“YOUR”** responsibility to report to work in a fit condition.
  - As a professional driver it is extremely irresponsible to work while fatigued. Remember It’s not just your life you’re risking!!
  - Forcing yourself to gain a few more miles or pass through one more intersection while being fatigued, you may never reach your destination at all.
  - Stop and drink a cup of coffee before taking a 15-minute nap will make sure you wake up afresh to continue your journey safely.
-

## 4- Fatigue Principles:

### 4.1- Work-related rest breaks

Principles 1 and 2 focus on work-related rest breaks from driving within the defined 'work opportunity'. The purpose of these principles is to reduce performance impairment due to an industry participant's extended time on task.

**Principle 1:** Reduce the time spent continuously working on the work opportunity.

**Principle 2:** The more frequent breaks from driving, the better.

### 4.2- Recovery breaks

Principles 3,4,5, and 6 focus on sleep opportunities between work opportunities. The purpose of these principles is to ensure the applicant has enough time to obtain sufficient sleep to reduce the likelihood of unsafe levels of fatigue.

**Principle 3:** Ensure an adequate sleep opportunity to obtain sufficient sleep.

**Principle 4:** Maximize adequate night sleep.

**Principle 5:** Minimize shifts ending between 00:00-06:00.

**Principle 6:** Minimize extended shifts.

### 4.3- Reset breaks

Principle 7 relates to breaks in sequences of work opportunities to reduce the likelihood of an accumulation of unsafe levels of fatigue over an extended sequence of shifts.

**Principle 7:** Prevent accumulation of fatigue with reset breaks of at least 30 hours (and include two-night periods, 00:00 – 06:00) between work sequences.

---

## 5- Workplace Risk

The first step in mitigating fatigue in the workplace environment is to identify risks that impact fatigue. Workplace environment, schedules, staffing levels, at-home activity are the areas that primarily affect fatigue. Adequate staff level to complete job tasks reduces extra work upon individuals and minimizes the effect of fatigue. Scheduled activities, their frequency, or deemed importance can place additional stress upon an employee. Clearly stated expectations of daily work, projects, and responses to abnormal field events all can reduce fatigue. Activities away from work can impact the individual and play a part in workplace fatigue. Ensure that you are well rested and mentally prepared for your commute to work and the following activities you encounter during the day.

---

## 6- Fatigue Signs, Effects and Mitigation

It is important that fatigue - as well as its signs, effects, and remedies – be clearly defined. Fatigue is described as an acute and ongoing state of tiredness that leads to mental and/or physical exhaustion and prevents people from functioning within normal boundaries. It is normal to feel tired after prolonged mental or physical effort at work. Fatigue, however, is more than just feeling tired.

### **Fatigue can accumulate over time, and may be caused by:**

Work-related factors such as length of time worked, inadequate rest breaks and/or sleep, and harsh environmental conditions.

Lifestyle factors such as poor quality of sleep, family responsibilities, social life, commuting time to and from work

A combination of work-related and lifestyle factors Signs of fatigue may include:

- Headaches and/or dizziness.
- Difficulty keeping eyes open.
- Constant yawning.
- Muscle weakness.
- Lacking energy.

### **Immediate effects of fatigue may include:**

- Lack of concentration.
- Reduced short-term memory.
- Increased errors.
- Slower reaction times.
- Impaired decision-making and judgment (including being unaware of the state of fatigue).
- Reduced immune system function.

### **Longer-term effects of fatigue may include:**

- High blood pressure and/or heart disease.
  - Depression and/or anxiety.
  - Diabetes and/or gastrointestinal disorders.
-

## 7- Fatigue Mitigation

### Sleep:

Sleep is the only effective long-term strategy to prevent and manage fatigue. While tired muscles can recover with rest, the brain can recover only with sleep. An adult generally requires seven to eight hours of sleep daily, taken in a single continuous period. When individuals get less sleep than they need in a day, they build up a sleep debt. Each additional day without enough sleep increases the debt which, when it becomes large enough, causes fatigue. The only way to reduce or cancel a sleep debt is by sleeping additional hours. In the DOT pipeline control centers, the regulation requires that the pipeline controllers have a work schedule that allows for 8 hours of continuous sleep. Employees and contractors should be afforded 8 hours of continuous sleep.

### Rest periods:

Established rest periods taken throughout the workday provide time to recover from work activities and relieve stress. Stress is associated with fatigue and plays a part in the effect of fatigue. Workers should take the time for lunch breaks away from the desk or from inside work vehicles whenever possible. A 15-minute break to stop work in harsher conditions i.e., heat, cold, loud machinery can have immediate effects upon the worker and is recommended at periodic intervals.

### Establishing work limitations:

Work limitations which include 'not to exceed' hours provide an environment that aids in fatigue management. Establishing work limitations either by policy direction or specific to jobs before work starting can relieve any doubt or confusion in managing a person's well-being when it comes to fatigue. Scheduling work activities is also an integral part of managing fatigue. Clearly defined job types or maintenance planning managed; accordingly, will not cause excessive hours, or conflicts with other priorities. The use of scheduling tools can aid and identifying ahead of time if an employee will be working excessive hours.

---

## 8- Policy

### Working Requirements:

Hours of service or on-duty work shall not exceed 14 hours in any 24 hours. The hours-of-service limit of 14 hours includes the commute to and from the work site.

Do not work over 60 hours during a 7-day continuous period. If exceeded, a minimum of 24 hours off from the work environment is mandatory.

### Drivers Requirements:

- Do not drive more than 10 hours of service within a rolling 24-hour period.
  - The maximum driving time before taking a break is 4.5 hours. After driving 4.5 hours a 30 min break is mandatory.
  - Attempt to take 15-minute breaks for every 2 hours of driving.
-

### **Business Travel Requirements:**

Business travel that includes the use of a personal vehicle or rental car, commute travel to and from the airport from home, work site, hotel, rental agency, and any aircraft flight time; shall not exceed 14 hours in a rolling 24-hour period.

### **Exceeding Hours of Service:**

Under extraordinary situations or emergency events hours of service may be in jeopardy of being exceeded and must be discussed with your Team Leader and approved by the District Operations Manager or Construction Manager before continuing work. During this conversation, the effects of continued work past the hours of service should be discussed, and additional risks identified and understood. If possible, implore fatigue mitigation strategies such as mandatory break period, stimulation, check-in upon fatigue status, and alternate plans for driving, or sleep accommodations after the work is completed. Follow-up documentation or next-day email about the work-related event(s) can detail any related hours-of-service exceedance.

---

## **9- Employee Information and Training:**

Employees can contact the Health Service Advisor for any issues, concerns, or questions related to their well-being due to fatigue.

Online training courses:

The Importance of Good Sleep training modules are available through the MyTalent & Learning system. Two specific modules titled “Understanding & Managing your Sleep Health” and “Managing Fatigue” are highly recommended.

---