	Hi-Speed Industrial Service Safety Management System		Doc No:	FM
			Initial Issue Date	08-19-2015
			Revision Date:	Initial Version
			Revision No.	0
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## 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 Hi-Speed Industrial Service (Hi-Speed) 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:

- 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 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.

### Hi-Speed 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.

### Roles and Responsibilities Employees in Safety Critical Positions

- 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.

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- 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 be rested prior to starting work.
- Employees need to monitor their own performance and take regular periods of rest to avoid continuing work when tired.

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

Hi-Speed Industrial Service (Hi-Speed) has set the following procedures limiting work hours and controlling job rotation schedules, also known as staff/work balance, to help control worker fatigue. Hi-Speed will set work hour limitations and will control job rotation schedules to control fatigue, allow for sufficient sleep and increase mental fitness in an effort to control employee turnover and absenteeism.

1. Every Employee 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:
  - 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.
4. Chairs will be provided for workers to sit periodically and Hi-Speed will provide periodic rest breaks for personnel.

### **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. Hi-Speed 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.

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### **Initial and Annual Training for Workers on Fatigue and Controlling Fatigue**

Hi-Speed Industrial Service is committed to ensuring that all employees are competent to perform their tasks including:

- Fatigue management and health issues.
- Hi-Speed must provide initial and annual training 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.