

Fatigue Management Policy & Procedure

Premier Technical Services Group Ltd [PTSG] and its constituent companies whilst working on company property and places of work including commercial, industrial and railway infrastructures recognises that fatigue affects a person's health and wellbeing, increases the chance of illness and workplace injuries occurring, 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 minimise associated risks.

This policy applies to all PTSG employees, contractors and visitors whilst at the workplace or whilst carrying out activities on behalf of PTSG, including:

- Workers who undertake significant driving as part of their roles.
- Workers who undertake significant travel as part of their roles.
- Workers who work at client's premises and other sites.

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, harsh environmental conditions lifestyle factors such as; poor quality of sleep, family responsibilities, social life, commuting time to and from work

Signs of fatigue may include:

- headaches and/or dizziness
- difficulty keeping eyes open
- constant yawning
- muscle weakness
- lacking energy

PTSG will strive to identify possible causes of fatigue, taking into account that factors can be interrelated, including

- long hours at work
- concentrating for long periods of time without breaks
- a lot of travelling or driving
- possible personal issues e.g. family responsibilities or health problems.

This can be done by consulting with employees, analysing work hours and comparing planned with actual hours, reviewing workplace incident data, and checking whether employees have had accidents travelling home or on work-related trips.

PTSG believes that there needs to be a flexible risk management approach, rather than a prescriptive approach to managing fatigue as each person's health, lifestyle, job role and approach to work is different examples of controls to be implemented but not restricted to include:

- Ensure workplaces are well-lit and ventilated
- Ensure employees take adequate breaks
- Provide an assessment for driving
- Encourage employees to report any concerns they may have about work-related fatigue
- Consider alternate options to travelling to face-to-face meetings e.g. conference calls

No employee will be disciplined for refusing to work on the grounds of unsafe conditions, and all employees shall be made aware of the Confidential Incident Reporting and Analysis System [CIRAS] whilst working on railway infrastructures. The contact number is 0800 4101101

The following working time limits and shall apply to staff undertaking safety critical work within the network rail infrastructure:

- No more than twelve hours to be worked per period of duty/shift
- No more than seventy-two hours to be worked in any seven-day period
- A minimum of twelve hours rest between booking off from a period of duty/shift to booking on for the next period of duty/shift
- No more than thirteen periods of duty to be worked in any fourteen-day period

Each employee has a duty to take reasonable care for their own health and safety, as well as the health and safety of others in the workplace. This includes the obligation to arrive at their workplace work in a condition that enables them to conduct their business activities in a safe manner.



[Signed for and on behalf of the group]

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