

FATIGUE MANAGEMENT POLICY

Policy Reference	Policy Owner	BAI Companies
HSEW –POL – 004	HSEW	BAI Australia

1 Statement

As part of BAI Communications' overall commitment to the health and safety of all workers, we actively work together to ensure that we:

- Promote a "fit for work" culture where all leaders and workers recognise the health and safety risks of fatigue;
- Manage and minimise employee fatigue at work; and
- Maintain the capability to respond to emergencies and situations with the potential to compromise the critical services we provide, and the safety of communities that rely on these services.

2 Application

This policy applies to all BAI Australia workers and BAI-controlled operations.

It should be read in conjunction with the NOC Operators Shift Work Policy and Broadcast Technician Enterprise Agreement.

2.1 What is Fatigue

Fatigue is an acute or chronic, ongoing state of impairment that is associated with mental and/or physical impacts. It prevents people from functioning optimally as it can impair functions such as communication, following procedures and decision making. Fatigue is more than feeling tired and drowsy, it is a state that occurs when a person's physical and/or mental limits are challenged. Fatigue can occur because of various factors that may be work-related, lifestyle-related or a combination of both.

2.2 Objectives

- Develop a culture of shared responsibility for fatigue management
- Ensure adequate opportunity for all workers to attend work sufficiently rested
- Proactively manage resourcing and operational capability to provide resilience and supporting changing work demands
- Monitor and control working conditions to provide arrangements that do not require excessive periods of wakefulness or stress
- Promote a reporting culture that encourages the reporting and investigation of fatigue-related incidents and hazards
- Identify and implement a Fatigue Management Procedure with control measures (developed in consultation with workers) to address identified fatigue related risks within the workplace.
- Provide training and education for workers to foster a common understanding of fatigue management
- Promote a healthy lifestyle (at home and at work) and work life balance, including supporting workers to recognise and seek treatment for health-related sleep disorders.
- Provide an appropriate Employee Assistance Program to assist in managing non-work-related fatigue impacting issues
- Conduct regular assurance activities to ensure that the elements of this policy are effectively implemented.

Through the commitment to our Fatigue Management Policy, BAI Communications will continue towards its goal of providing a safe and healthy workplace for all workers.

3 Responsibilities

3.1 Workers

Each worker is responsible for ensuring that they:



- Recognise signs of fatigue and the impact on themselves and others
- Report immediately to their supervisor or manager when fatigue and lack of sleep are impacting on their individual wellbeing and workplace safety
- Utilising breaks provided within and between shifts to rest and recuperate.
- Requesting additional resources, or plan to complete the work the following day if a shift continues past scheduled shift duration.
- Be aware that they have the right to question what they consider to be unreasonable demands, deadlines or travel requirements.
- Perform the relevant risk assessment identifying fatigue or the potential for fatigue and applying the relevant controls.
- Not put themselves or others at risk by not maintaining adequate fatigue management practices as outlined in this Policy.

3.2 Supervisors

Supervisors are responsible for:

- Managing resource levels and workload where practicable
- Applying appropriate work limitations and shift arrangement and utilise appropriate controls to proactively and reactively manage fatigue risks
- Ensure risk assessments are carried out where fatigue levels have a possibility of affecting the safe conduct of work.
- Implement and manage fatigue risk controls.
- Ensure all new and current workers undergo fatigue education and awareness.

4 Review / Approval

Function	Name	Position	Signature	Date
Approver	Peter Lambourne	CEO Australia		October 2021
Reviewer	Juliette Hill	Director – People & Culture		October 2021
Reviewer	Gerard Forrest	GM HSEW		October 2021

5 Version

Version	Date	Name	Reason
2.0	30/06/2015	C Grant	Complete review of document to update to current working conditions and controls.
3.0	01/10/2021	C Howson	Incorporation of feedback from external Fatigue SME and new Fatigue Risk Assessment.