

Bell People Fatigue Management Policy

Bell People is committed to providing a safe workplace and ensuring the health and safety of all workers by preventing and reducing the harm associated with fatigue in the workplace.

Fatigue is an acute or ongoing state of tiredness that results in poor judgement, slower reaction times and reduced capacity to safely perform a task. Fatigued workers are at an increased risk of exposure to harm through impaired judgement and reduced physical capacity.

Fatigued workers are particularly at risk when:

- operating fixed or mobile plant, including driving vehicles;
- undertaking critical tasks that require a high level of concentration;
- undertaking night or shift work when a person would ordinarily be sleeping

Signs and symptoms indicating fatigue include:

- excessive yawning or falling asleep at work
- short term memory problems and an inability to concentrate
- noticeably reduced capacity to engage in effective interpersonal communication
- impaired decision-making and judgment
- reduced hand-eye coordination or slow reflexes

Responsibilities

Bell People

Bell People is aware of our obligation to provide a safe place of work and ensure that workers report for work fit and able to carry out the inherent requirements of their job. Our obligation extends to adopting risk management strategies to manage the risks of fatigue, this includes ensuring hosts of workers have adequate fatigue risk management strategies. Bell People will consult, cooperate and coordinate with clients whom we place workers, to ensure that fatigue management guidelines are followed.

We recognise that our duty is not removed by a workers preference for certain shift patterns, for social reasons, their willingness to work extra hours or to come to work when fatigued.

Bell People will, so far as is reasonably practicable, consult with workers to ensure workers are fit for work.

Bell People will monitor workers working hours via timesheets and consultation with contractors. Where working hours exceed more than 50 hours per week, Bell People will consult with the worker and the client to identify if the working hours are reasonable and manage the associated risk in consultation, cooperation and coordination with the client.

Workers

Workers must take reasonable care for their own health and safety and must not adversely affect the health and safety of other persons. Workers must also comply with any reasonable instructions and cooperate with any reasonable policy or procedure relating to fatigue at the workplace, such as policies on fitness for work or second jobs.

Workers' duties in relation to fatigue do not mean they must never work extra hours. However, they should talk to their supervisor and Bell People representative to let them know when they are fatigued. They should also avoid working additional hours and undertaking safety critical tasks when they know it is likely they are fatigued.



If Bell People reasonably believes a worker has attended work in an excessively fatigued state, or becomes adversely affected by fatigue during their work/assignment, we will:

- If the worker is a worker placed with a host; consult, cooperate and coordinate activities with the host to ensure the health and safety of the fatigued worker;
- consider directing the worker to take leave;
- document the observation or discussion with the affected worker;
- determine what type of leave will be applied and make sure this is communicated clearly to the worker;
- ensure that the worker is in a fit condition to safely travel home;
- discuss the issue with the worker the following day.

Bell People reserves the right to send a worker home from work if we form the view that an worker is not fit or well enough to perform their duties.

Sue Bell

Director, Bell People

25 November 2019