



FATIGUE AND STRESS PREVENTION POLICY

Fatigue is a general term used to describe the feeling of being tired, drained, or exhausted. It is accompanied by poor judgment, slower reactions to events, and decreased skills, such as in vehicle control.

Stress may result in a person not being able to cope with the demands of their environment, resulting in a negative emotional response. Stressors are circumstances which may lead to the perception that physical or psychological demands are about to be exceeded. They can be of several types and can arise in and out of work and usually causes fatigue.

AIM

To ensure that Core Civil Construction Ltd has systems in place to prevent fatigue or stress creating hazards and risks in the workplace and create clear guidelines on preventing and managing fatigue and stress.

The Health and Safety at Work Act 2015 also recognises that fatigue and stress can be a workplace hazard with worker impairment arising from stress or fatigue that may occur at home or at work and requires the PCBU to identify this impairment when it threatens workplace health and safety.

OBJECTIVES

To ensure employees understand the meaning of fatigue and have the knowledge and skills to prevent fatigue/stress and/or practice effective management.

IDENTIFYING THE RISK

The causes of fatigue/stress may be because of:

Sleep disruption: People generally need between 7.5 and 9 hours of sleep a night to stay alert and perform well. The most beneficial sleep is deep, undisturbed, and taken in a single continuous period. When the length and quality of sleep each day is disrupted, fatigue may result.

Environmental conditions: Climate extremes, such as working outside during winter or summer and noise place demands on workers and increase fatigue.

Physical and mental work demands: Physically demanding work can increase fatigue. Mental demands can also increase fatigue, such as tasks that require periods of intense concentration.

Health and emotional well-being: Work events can be emotionally tiring and increase fatigue, such as regular criticism or the pressure to complete a task to a deadline. Non-work events can also cause distress and lead to fatigue for example:

- when a person faces the loss of a loved one or tries to resolve personal conflicts.
- when a person is suffering from physiological conditions that could be associated to things like age, medical or mental health conditions, sleeping disorders.
- when a person inappropriately uses alcohol, medication, or illicit drugs.



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FATIGUE PREVENTION

Employees have a responsibility to keep themselves safe, including to reduce the risk of having an injury or creating hazards for others, due to fatigue/stress factors. It is recognised that in some cases fatigue/stress is not created or caused at the workplace, but a fatigued/stressed employee can be a risk to themselves and others, therefore this factor needs to be managed.

Generally, at Core Civil Construction, employees are only required to work Monday to Friday and 8.5 hours per day. However, some employees may travel longer distances to our customers or may need to undertake work for longer than normal. To manage the effects of fatigue creating a risk situation, these are the key fatigue prevention policy requirements:

- A maximum of six days work to be worked consecutively at one time
- A minimum of a ten-hour stand-down period (or gap) required before coming back to work to undertake another full day's work
- A maximum of seventy hours per week to be worked (either officially approved overtime or voluntary overtime)
- Employees to be encouraged to report the effects of fatigue/stress to management if they feel at risk or may be placing others at risk
- Avoid driving after being awake for a continuous period of 17 hours
- Avoid driving if they have not accumulated more than five hours sleep in the previous 24 hours or 12 hours sleep in the previous 48 hours
- Avoid driving for more than 8-10 hours in any one day
- Ensure adequate sleep the night before a long journey
- Share driving where possible
- Take a rest break from driving - at least 10 minutes every two hours or more frequently if feeling tired

Should a worker be required to attend callouts of a volume or duration that prevents their ability to obtain sufficient rest prior to the next shift (e.g., 10 hours), management should discuss with the worker whether they require a later commencement time for their next shift to allow sufficient time to rest.

Due consideration should be given by the person requesting the call-out as to the real requirement for the work to be attended to prior to the commencement of the next shift. Consideration should be given as to whether there is:

- a health or safety risk to people, property, or the environment,
- any risk if this work is not undertaken before the following day.

An employee attending a call-out may be entitled to standdown.

It is recognised that on occasion, and in unusual and/or emergency situations these policy requirements may be 'unreasonable' to strictly adhere to. In these cases, there is an intent to therefore manage the risks.

Where the requirements cannot be adhered to, an agreed risk assessment process is required, and a Job Risk



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Analysis documented and approved by management. It is preferable that these be completed in advance of known events and circumstances, where staff will be required to work long hours for a specified period of time.

RESPONSIBILITIES AS AN EMPLOYEE:

- Ensure that sufficient rest and sleep are undertaken outside of work time to reduce the risk of being fatigued
- Come to work in a fit state to work, and this includes not being overtired. Should workers feel they are in a state of fatigue on arrival at work (e.g. for a reason such as being kept awake most of the night with an ill child) they need to inform their manager to alert them of the risk, especially if planning to undertake any high-risk tasks, including operating machinery or driving
- Stop work and report in if and when they are feeling the effects of fatigue through the day, and they are at risk or placing others at risk, so this too can be managed
- Take breaks to prevent and mitigate the effects of fatigue, including when driving
- Talk with family, friends, colleagues, or management if feeling stressed.

RESPONSIBILITIES AS AN EMPLOYER:

Core Civil Construction will take all reasonably practicable steps to prevent employees suffering from work-related fatigue:

- Manage and assess the risks involved when high risk tasks are to be carried out where fatigue/stress might be a factor, particularly if our employees might have been working long hours, have a high workload or driving long distances
- Plan, and manage work so employees can take suitable breaks and are not working over extended hours, especially for long periods of time
- Be open and available so employees are able to report symptoms and issues with fatigue/stress with the ability to recognise this is a legitimate workplace hazard with resulting requirements to control the risks
- Monitor and manage known fatigue/stress risks
- Ensure the requirements of this policy are being followed
- Forward any fatigue management Job Risk Analysis in advance where known (such as a planned event)
- Send notification in writing (through an Electronic Recording System or email) as soon as possible afterwards, in an unplanned or emergency situation, explaining the circumstances and remedial actions taken to reduce fatigue risks (e.g. safe transportation arrangements home after the work is completed).



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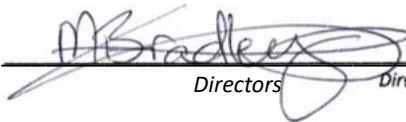
POLICY EFFECTIVENESS

The effectiveness and success of this policy will be measured by the increase or decrease in:

- the number of crashes involving company vehicles
- the number of at-fault crashes involving company vehicles
- the number of traffic infringements received
- the costs of repairs due to damage
- injuries and near hits occurring at work
- employee absence
- the average cost of workers' ACC compensation claims.

POLICY REVIEW

This policy is reviewed annually or following any legislative or industry changes



Directors Din

Date: August 2025