

## COMPANY POLICY

# FATIGUE AND WORKING HOURS

No employee is expected to commence or continue work if they are fatigued to such an extent that their condition may prejudice their safety, or the safety of others.

In support of this managers will:

- Not plan work for personnel who are fatigued or are likely to become fatigued during the work period.
- Exclude any employee from commencing work or continuing to work if they believe that person is fatigued.

No employee shall:

- Work more than twelve hours in any one shift;
- Work more than 72 hours in a calendar week;
- Have less than 12 hours rest between booking off and booking on for consecutive shifts;
- Work more than 13 shifts within any 14 consecutive days or, for telecommunication testing staff, a maximum of 23 turns of duty in any two consecutive 14 day periods; unless the risk of fatigue has been fully assessed and the exceedance is authorised prior to the shift by the line manager.

Travelling will be limited to a maximum of one hour to and one hour from the work site where shifts are of 12 hour duration.

This policy will be reviewed annually, when circumstances indicate a change is needed or when legislation is introduced that necessitates change.



Signed.....  
Tim O'Connor - Managing Director

Date: 23/04/18

