

Overview

This policy supplements the health & safety policy statement (AIM-MS-CP-001).

Fatigue refers to the issues that arise from excessive working time, poorly designed shift patterns, or any other systemic, environmental, or personal factors. Fatigue is a perceived state of 'weariness' caused by prolonged or intensive exertion. Fatigue results in slower reactions, memory lapses, absentminded slips, 'losing the picture', lack of attention etc

Within AIM our safety culture is one of care and trust, and everyone within the company (staff or agency) is empowered to stop the job where they have concerns about the job being done safely, this includes noticing signs of fatigue in themselves or others to an extent that their condition may prejudice their or others safety.

Responsibilities for managing fatigue at site / in day

- Management are to ensure that all personnel are aware of the fatigue policy and their responsibilities within it.
- Managers and supervisors are authorised to prevent any employee from commencing work or continuing to work if they believe the person is fatigued.
- Managers and supervisors must ensure fatigue is covered as part of the toolbox talk.
- All personnel will self-assess fatigue as part of their 'take 5' on starting / restarting any activities.
- All personnel (including site supervision and leadership) must stop the job and make the work environment safe if they feel fatigue in themselves or observe it in others, they must raise it to their supervision, and the job must not continue until the conversation and assessment of the individual(s) fitness for work has happened with their supervision

Action on fatigue being raised

In the event of fatigue being raised to their attention, the on-site Supervisor / Manager must:

- Stop work in a controlled manner and make the site safe (if it has not already been stopped).
- Understand the extent of the fatigue, i.e. do they need an extra break in day (e.g. inclement weather, physical exertion on task) or taking back to their accommodation for a longer rest period (e.g. fatigue from quality of accommodation).
- Check whether any of the other work party are affected, i.e. is it a common cause around inclement weather, task, accommodation, travel etc
- Support individual(s) in returning to welfare / accommodation.
- Record on daily report and in HSE system.
- If relevant then follow up the next day to understand with the affected individual(s) the cause and then assess their fitness to return work or otherwise.

Key fatigue considerations

The following details the key activities and hazards to be considered when planning for and executing, activities at site. Note that this is not exhaustive and fatigue may also be a result of other systemic or environmental factors that may immediately impact an individual or slowly accumulate.

Shift roster design

The following limitations on hours worked will be applied.

Employees must:

- Not work more than twelve hours in any one shift.
- Have a minimum rest period of 12 hours between consecutive shifts (including travel time)
- Not work more than 21 consecutive days.

When an AIM employee is working on operation site:

- The longest shift will be no more than 12 hours.
- The minimum rest between shifts will be 12 hours (including travel time).
- The maximum days that can be worked between rest periods are:
 - 6 consecutive days followed by a rest period of not less than 1 day.
 - 12 consecutive days followed by two consecutive rest periods each of not less than 2 days.
 - 21 consecutive days followed by two consecutive rest periods each of not less than 6 days.

Calculating the total hours and shifts worked must include the hours worked for another supplier and on all sites.

Travel time will be limited as follows:

- Where the working day is 10hrs or less then travel time is limited to one hour to and one hour from the work site.
- Where the working days is between 10 to 12hrs then the travel maximum travel radius is 35miles.

Where travelling exceeds the above the individual will be offered local accommodation or their working hours will be adjusted accordingly.

Recording and monitoring will take place daily using the working hours data and will be reviewed at the weekly performance review.

Exceedance of these hours for all situations shall only be permitted for exceptional circumstances and following a thorough and adequate risk assessment signed by the Operations Director or their delegate.

Fitness for work

Ahead of mobilisation to site all personnel are to complete a 'Fit for work declaration' (AIMS Form F-038). If they have contra indicated on any of the conditions contained within the form then they must obtain a doctor / medical certificate that confirms the individual is fit for work and the condition will not impair their ability to work safely.

If any conditions worsen to the point it affects their ability to work during their working tenure with us, then the individual must raise this immediately with their supervision.

Driving

While undertaking AIM activities there is the requirement to drive on site. Any individual feeling fatigued in any way must not drive any AIM vehicles on site due to the risk of bumping into other vehicles, pedestrians, plant and equipment, live process pipework and vessels, etc

Anyone who is fatigued must also not drive back to their accommodation or home for break, but instead organise transport with their supervisor in line with their responsibilities under this policy. If additional night accommodation is required then the supervisor can authorise this at AIM expense.

Working environment

The working environment must be taken into account when planning the shift pattern ahead of mobilisation to site, and also when at site when planning breaks etc. within day.

Some of the things to consider are weather and temperature extremes, noise exposures, lighting (<6000 lux), welfare facilities condition, walking distance, covid and other controls (e.g. use of FP2 masks increasing resistance, or not being able to use vehicles creating excess walking).

Even with planning the environment can change within day, and in line with the responsibilities outlined above everyone has the responsibility to raise and manage fatigue issues.

Work operations

AIM undertake a variety of operations including blasting and painting, scaffolding, specialised access, mechanical, civil works etc, all of which bring different challenges.

Factors to consider are workload demand, activities that require continuous attention, safety / business critical work, monotonous / repetitive work, unplanned work, unrealistic time constraints / lack of resources creating pressure, and physically or mentally demanding work.

When considering the above, or other, factors, look for ways to rotate individuals within the workparty to ensure people get adequate change throughout the day so that no-one is over exposed to any of the above and consequently becomes fatigued.

Rope Access

An additional feature of our operations includes the capability to perform most activities using rope access.

As with all work operations (as above) consideration must be given to the task type, and opportunities to rotate individuals within the work party to ensure adequate change in task to manage over exposure to fatigue.

Rope access brings additional WILL REVIEW WITH GAVIN LATER.

The implementation of this policy is the responsibility of the Managing Director, assisted by the Health & Safety Manager and other members of his management team.

This policy applies to all those employed by Asset Integrity Maintenance Limited

The policy electronical signed by the Managing Director

Date: 22/03/2021