

Fatigue Management Policy



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1. OBJECTIVES

- To assist contracts managers, area and site supervisors to recognize work situations that may lead to employee fatigue and other detrimental effects.
- To provide guidelines for minimizing the effects of working extended hours.
- To provide guidelines for managing situations where fatigue may be an issue.

2. RESPONSIBILITIES

2.1. Managers

- Establish procedures for recognizing and managing work situations that may lead to employee fatigue.
- Ensure all supervisors and employees receive training and instruction on minimization of fatigue in the workplace.
- Monitor the work situation for early identification of fatigue indicators.
- Take action to manage the situation where fatigue becomes an issue in the workplace.

2.2. Supervisors

- Monitor the work arrangements to identify situations that may lead to employee fatigue.
- Implement recommended procedures for managing extended hours work and minimizing the occurrence of fatigue.
- Report situations that are difficult to manage to your manager to seek assistance.

2.3. OH&S Personnel

- Provide education and training where required to assist managers, supervisors and employees to understand the issues related to working extended hours and workplace fatigue.
- Assist managers and supervisors to manage the situation where fatigue becomes an issue in the workplace.

2.4. Employees

Report situations where fatigue is becoming an issue.
Follow procedures that are implemented to reduce the effects of working extended hours.

3. SITUATIONS WITH POTENTIAL FOR FATIGUE

Working extended hours is a major cause of fatigue in the workplace. The following

situations

can lead to employee fatigue if not managed effectively:

- Staff shortages.
- Meeting deadlines for completing a job.
- Demanding shift rosters.

4. POTENTIAL IMPACT OF FATIGUE

The following effects can be the result of working extended hours and fatigue when it occurs over a period:

- Ill health, e.g. Gastro-intestinal symptoms; sleep deprivation; depression; aggravation of pre-existing diseases. This is exacerbated by disruption to healthy lifestyle habits such as regular exercise and well-balanced diet.
- Stress through demands to remain alert and trying to balance family life with work.
- Increased potential for injury due to poor concentration.
- Social disruption where a person is unable to fulfill family and other commitments due to the workload.
- Increased exposure to workplace hazards as a result of longer work hours in contact with the hazard, e.g. Noise; fumes; chemicals.
- Communication problems as a result of lack of normal contact with the workplace, e.g. Inability to attend meetings, loss of contact with fellow employees.
- Training and instruction opportunities may be missed.

5. REQUIRED ACTIONS

5.1. Risk Assessment

The following situations should trigger an assessment of the work situation, as fatigue could be an issue:

- Where normal rostered breaks are not occurring.
- Where demands are consistently high over a period of time.
- Where the employees are regularly required to work for over 12 hours.
Considerations should include:
 - Number of consecutive days/shifts worked over the past 7-28 days.
 - Number of hours break the person had prior to commencing the current workload.
 - Number of times a person has been unable to take normal time off during the last 7-28 days.
 - Physical and mental demands of the tasks being undertaken.
 - Length of time required to complete the current job, i.e. how much longer the employee will be required to work.
 - Physical environment, i.e. heat, cold, wind, rain, noise, light.
 - Physical fitness of the people involved.

5.2. Shift Work

The impact of shift work can be lessened if the following factors are considered: Before a shift system is introduced or changed, there should be information and education on the implications and purpose of the change, and adequate time to enable full and open discussion of the consequences.

Good management practice in the design of shift rosters can ensure the demands of the job, customer service requirements and service needs are met, and do not compromise the safety and well-being of employees.

5.3. Training and Education

Managers, supervisory staff and employees should receive training and education to ensure the issues relating to working extended hours and fatigue are understood. Training should cover the following topics:

- Recognition of situation likely to lead to fatigue.
- Risk assessment procedures.
- Procedures for managing jobs involving extended working hours.

5.4. Supervision

Work involving situations likely to lead to fatigue must be adequately supervised by a person who understands how to manage the issues and who is authorized to make the necessary decision.

5.5. Emergency Procedures

Risk assessments should take into account the potential for emergency situations and procedures implemented to respond in the event of an emergency occurring.

- Employees are provided with the means to make contact in the event of an emergency.
- Emergency contact numbers, internal and external, should be readily available.
- Supervisory staff must be able to respond to an emergency situation.

5.6. Workplace Exposures

Exposure standards are based on 8 hour day exposures; therefore, people who are required to work extended hours may be subjected to doses of contaminants above the standard.

- Workplace exposures to chemicals, noise, dust and fumes, must be regularly monitored so that baseline information on potential employee exposure is available.
- Exposures are to be adjusted to allow for additional daily exposure time where employees are working extended hours.

5.7. Managing Extended Hours

Situations arise in the security industry where working extended hours are unavoidable. Detrimental effects of fatigue can be minimized by the following actions:

- Prolonged excessive workload demands should be assessed and the need for additional resources considered to complete the job to minimize the potential for fatigue.
- The work situation must be monitored to ensure employees are able to take their required work breaks and time off.
- In the event of a job unexpectedly takes more than 12 hours complete, the person in charge must assess the situation and the fitness of the employees to continue working.
- Work breaks should be arranged during the extended hour's job for physical rest and recuperation.
- Arrangements may have to be made to provide food and beverages during the work period.
- Consideration must be given to how employees will return home and when the work

is completed. Transport should be provided or Cab-Charges allocated where fatigue may be a risk to driving or where personal security could be an issue.

A break of at least 12 hours should be arranged following a period of extended hours work to allow adequate time for rest and recuperation.

Endorsed by:

Imran Mukhtar

Managing Director February 2026

A handwritten signature in black ink, appearing to be 'Imran Mukhtar', written over a horizontal line.