

Reference	POL 33
Version	1.1
Issue Date	13/02/2023
Approved	MD

Elite Recruitment Group Limited

Fatigue Management Policy

Purpose: The purpose of this policy is to inform all staff members working for or on behalf of the Elite Recruitment Group on methods for managing fatigue and highlight the support available.

Scope: The scope of this policy covers permanent and part-time staff members working for any of the subsidiaries within the Elite Recruitment Group:

Elite Civils

Elite Fleet

Elite Traffic Management Recruitment

Agg-Recycles

Introduction: Fatigue is a reference to issues which arise from excessive hours worked and/or poorly designed work patterns. The symptoms of fatigue are similar to tiredness or weariness and can be caused by intensive excursion. Some of the results of fatigue can include: lapses in memory, reduced speed of reactions and a lack of attention to detail. Shift rotas, variation of tasks and well designed working systems can reduce the impact of fatigue to a tolerable level and this is the responsibility of The Elite Recruitment Group's senior management as defined in the following section.

Responsibilities

Elite Recruitment Group Managing Director: Implementation of this policy including designing working systems and shift patterns that manage and reduce the impact of fatigue on the work force.

Elite Recruitment Group Senior Management: Familiarization with this policy and being aware of the policy when putting subordinate staff members to working tasks.

HSEQ Manager: Ensuring this policy is up to date and new issues are brought to the awareness of all affected by this policy. Keeping this policy under document control and reviewing for effectiveness.

Operations/Operative team: Ensuring they are aware of this policy and following the guidance and support provided with regards to fatigue management.

Policy

It can be normal to feel tired but if you feel symptoms of fatigue you should report this to your line manager so arrangements can be discussed. Where staff members feel like fatigue has become a serious issue within their role, a meeting can be requested with the HSEQ Manager and the staff members' immediate line manager.

The Elite Recruitment Group strive to identify the potential causes of fatigue and will account for inherent factors including;

Long working hours

Concentrating for long periods without a break

Long travel times to and from work

Personal issues or mental ill health

This is done through employee consultation and analysis of working hours in conjunction with periodic reviews of actual working hours compared with planned working hours. Other considerations include reviews of incident data and anonymous employee workplace satisfaction reports.

The Elite Recruitment Group believes in a flexible risk management approach when considering fatigue. There are several controls listed below which are implemented but not exhaustive in risk management strategies:

Workplaces are well-lit and well-ventilated

Employees take adequate breaks

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Concerns are reported on work-related fatigue issues

Teams meetings are promoted wherever possible

Reports made to line managers, HSEQ manager and senior management will be treated with confidentiality and no employee will face disciplinary action for refusing work on the grounds of unsafe conditions. Working time limits are understood and apply to all staff performing critical roles in traffic management, civil engineering, fleet management and driving and recycling of aggregates. The standard arrangements are as follows;

Maximum of 12 hours per shift

Maximum of 72 hours worked over any seven-day period

Minimum of 12 hours rest between a shift end and a shift start

Maximum of 13 shifts worked over any fourteen-day period

Workers who choose to sign the 'opt-out agreement' can choose to exceed the above limitations but this must be approved by senior management following a fatigue management analysis.

Night working

All employees shall not work more than an average of 8 hours per night in a 24-hor period, over a reference period of 17 weeks in accordance with the Working Time Regulations.

Exceeding Standard Hours

Where employees are required to exceed the standard working hours, their line manager must consider alternatives available by considering risks associated and applying suitable control measures to control the negative impacts of fatigue.

At least one member of the Senior Management Team (SMT) must be notified to authorise exceedance of standard working hours. It is the most senior member of staff available who must authorise the overrun.

Exceedances should not be encouraged and are only used as a last resort with SMT authorisation.

Rest Periods and Rest Breaks

All rest periods and allocated rest breaks must adhere to the requirements defined in the Working Time Regulations.

Where there will be no facility for 'natural breaks', breaks must be planned by the employees' line manager.

Rest breaks must be planned specifically for night workers.

Approved by: Managing Director Jordan Shepherd Date: 13/02/2023

Jordan Shepherd

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