

Division	Health and Safety
Policy Title	Fatigue Management Standard
Issue Date	1/16/2019
Revision Frequency	3 years

POLICY STATEMENT

Outlines the rationale of the policy, describing what is being adhered to

Purpose:	This standard supports SaskPower’s Health, Safety and Environment Policy and establishes the requirements for managing work fatigue associated with Shiftwork and hours of work at SaskPower.
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APPLICABILITY

Outlines who the policy applies to

Applies to:	All SaskPower employees and contractors
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REQUIREMENTS

Outlines what the company/individuals must do going forward

Responsibilities:	<p><u>Method/Practice):</u></p> <ol style="list-style-type: none"> Implementation <ul style="list-style-type: none"> Business Units shall ensure that local practices and procedures align with the Fatigue Management Standard. The nature of employee activities during periods of rest shall be considered, as it may affect their ability to accept work assignments. In order to be fit for duty, sleep shall be a priority.
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	<ul style="list-style-type: none"> • Any onset of fatigue symptoms shall be reported to the Supervisor. • Work hours shall be monitored by the employee and reported to the Supervisor in advance of exceeding the limit. Each Business Unit may determine the reporting procedure to be followed. • Major activities that could require additional resources shall be identified in advance, where possible. • SaskPower shall ensure that employees are not scheduled (planned work) to work more than 12 days in a 14 day period. <ul style="list-style-type: none"> ○ For example one day rest at the beginning of the first 7-day period, work 12 days then one day rest at the end of the second 7-day period (six days worked in a 7-day period) is permitted. • Maximum hours of work shall not exceed 16 hours in a 24 hour period; the only exception is in emergency circumstances. See section 3. • Employees should ensure that the hours of work are less than 14 hours; shall the hours of work be equal to or greater than 14 hours, then the fatigue management 3-day cycle will be triggered. • On-Call and Call-outs (unforeseen work) will be managed using the 3-day cycle and will not be included in the 12 day maximum. • If the employee must deviate outside of the hours stipulated in the 3-day cycle (i.e. past 16 hours) they are required to use the Deviation from Safe Work Procedure Standard (see Section 3.) • The completed deviation documentation, required for emergency situations, will be approved by the Manager or Director (see section 3 Deviation Requirements). • Contractors shall meet or exceed SaskPower requirements. <p>2. The fatigue management 3-day cycle is as follows: FATIGUE MANAGEMENT 3-DAY CYCLE – See Appendix C for pictorial representation.</p>
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	<p>DAY 1 - The cycle begins following 14-16 hours of work, continuous or cumulative, having occurred within a 24 hour period. At this point, a minimum 8 hour continuous rest shall be taken.</p> <p>DAY 2 - The second 24 hour period commences once the DAY 1 rest ends. A maximum of 12 hours, continuous or cumulative, can be worked during the second 24 hour period at which point a minimum 8 hour continuous rest shall be taken.</p> <p>DAY 3 - The third 24 hour period commences once the DAY 2 rest ends. A maximum of 12 hours, continuous or cumulative, can be worked during the third 24 hour period at which point a body clock reset is required (minimum 14 hour continuous rest shall be taken).</p> <p>Application Notes:</p> <ul style="list-style-type: none"> • If an employee is travelling outside of their normal headquarters to another location in the course of their employment, during or outside of the normal workday, then this time shall be included in their work hours for that day. • All employees working additional hours beyond the normal workday (paid or unpaid) shall include these hours as part of their hours of work for the purposes of this Standard. • If an employee is not entitled to paid time for travel purposes then on Day 1 the required rest shall be increased to 8 hours and 45 minutes. This increase is provided as a reasonable effort to provide employees with the opportunity to acquire 7 - 8 hours of sleep to promote healthy living. • The increase of 45 minutes shall not to be added to the required rest on Day 2 or Day 3 as the decrease in maximum hours of work within the 24 hour period on these days provides reasonable time to acquire 7 - 8 hours of sleep. • A body-clock reset can occur at any time during the 3-day cycle. When a reset has occurred, the cycle recommences from Day 1. <p>3. Deviation Requirements</p> <p>3.1 In emergency circumstances:</p>
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	<ul style="list-style-type: none"> • Managers or Directors may authorize a deviation from the Fatigue Management Standard, which shall be documented as per the Deviation from Safe Work Procedures Standard, <ul style="list-style-type: none"> ▪ Authorization shall be provided by the Manager (or the designated Manager) for any work between 16 and 18 hours on Day 1 (12-14 hours on Day 2 and/or 3). A documented Deviation from Safe Work Procedure Form is required. This includes a hazard/aspect and risk assessment (HARA) and mitigation plan to protect worker safety. ▪ Authorization shall be provided by the Director (or the designated Director): <ul style="list-style-type: none"> - for any work exceeding 18 hours on Day 1 (exceeding 14 hours on Day 2 and/or 3). - Extenuating circumstances which may exceed the 12 day maximum may require a deviation for planned work. <p>A documented Deviation from Safe Work Procedure Form is required. This includes a hazard/aspect and risk assessment (HARA) and mitigation plan to protect worker safety.</p> ▪ Copies of all Deviation Forms shall be sent to Health & Safety via the Safety Care Line at safetycare@saskpower.com. <p>3..2 Regular work schedule arrangements that deviate from the Fatigue Management Standard and the legislation require approval from the Department of Labour Relations and Workplace Safety. This shall be initiated and applied for by the Manager and Director through their Human Resource Business Partner. Copies of all approved permits from the Department of Labour Relations and Workplace Safety shall be sent to Health & Safety via the Safety Care Line at safetycare@saskpower.com.</p> <p>3.3 Contractors shall document any deviation including the controls they put in place and send a copy to the Contract Administrator. The contractor does not need to use the SaskPower form for this required</p>
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	<p>documentation. The Contract Administrator needs to review the contractor’s documentation, first to be informed of the deviation and the controls to mitigate the hazard and secondly as a quality review. SaskPower Contract Administrator is not required to sign the contractor’s documentation.</p> <p>3.3 Mitigation</p> <p>Controls to mitigate the hazard of fatigue may include, but are not limited to: use of another driver, direct supervision, a buddy system, provisions for rest or sleep breaks (see Alertness Recovery Room Guidelines on SafetyNet) and following the Fatigue Management 3-day cycle when triggered.</p>
Training:	<p>All SaskPower workers shall be provided awareness on the effects of fatigue and how to eliminate or reduce the hazards.</p> <p>Shift workers shall be trained about the nature and extent of the risks of shiftwork and how to eliminate or reduce them. Information shall include:</p> <ul style="list-style-type: none"> • How to recognize the symptoms of poor health that may be related to shiftwork. • How to control shiftwork hazards and the workplace factors that can be used. • How they can minimize the effects of shiftwork on themselves. <p>Shift workers shall participate in awareness sessions on a regular basis, as determined by the Manager.</p>
Governance:	<ul style="list-style-type: none"> • Health and Safety Council approves Health and Safety Standards and endorses Health and Safety Policies. • The PPEAC approves the Health and Safety Policies. • The SaskPower Board approves the General Health, and Safety and Environment Policy

RESOURCES

Outlines any additional materials, info, or documents

<p>Related Policies:</p>	<ul style="list-style-type: none"> • General Health, Safety and Environment Policy • Deviation from Safe Work Procedures Standard • Safe Driving Standard • Health and Wellness Policy and Standard • Alertness Recovery Room Guidelines
<p>References:</p>	<ul style="list-style-type: none"> • The Saskatchewan Employment Act, Part II Employment Standards • The Saskatchewan Employment Act, The Occupational Health and Safety Regulations 1996, Section 82 • The Commercial Vehicles Hours of Service Regulations
<p>Standards:</p>	<ul style="list-style-type: none"> • Deviation from Safe Work Procedures Standard • Safe Driving Standard • Health and Wellness Policy and Standard • Alertness Recovery Room Guidelines
<p>Additional Information:</p>	<p><u>Appendices</u></p> <ul style="list-style-type: none"> • Appendix A – Fatigue Self-Assessment Tool (Optional) • Appendix B – Fatigue Management Time Tracker (Optional) • Appendix C – Fatigue Management 3-Day Cycle (Mandatory) <p><u>Definitions:</u></p> <p>Body Clock Reset A period consisting of a minimum of 14 consecutive hours of rest.</p> <p>Cumulative Cumulative is the sum of the total hours worked in a 24 hour period.</p> <p>Emergency Circumstances A situation where there is an imminent risk or danger to a person, property or an employer’s business that could not have been foreseen by the employer. (Saskatchewan Employment Act).</p> <p>Fatigue Fatigue is physical and or mental exhaustion characterized by a lack of ability to perform at one’s normal work capacity and / or a reduction in one’s productivity.</p>

	<p>Hours of Work For the purposes of fatigue management control, hours of work means the continuous or cumulative time an employee is working, including meal/coffee breaks, within a 24 hour period.</p> <p>Rest For the purposes of fatigue management control, rest is defined as any time outside of the hours of work.</p> <p>Shiftwork The work performed primarily between the hours of five pm and eight am and/or that work performed by those working a rotating or another shift schedule (Lewis Dictionary of Occupational Environmental Safety and Health).</p>
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Appendix A Fatigue Self-Assessment Tool (Optional)

Fitness for Work	Do you believe you are fit for work?	
	No	
	Yes, with additional risk controls	
Yes		
Current Fatigue State	How do you feel right now?	
	Very fatigued, having difficulty staying alert	
	A bit tired, effort required to stay alert	
Very alert - wide awake		
Sleep Quantity	Did you sleep in the last 24 hours?	
	No	
	Yes, but I did not get my ideal amount of sleep	
Yes, I got at least my ideal amount of sleep		
Sleep Quality	How would you rate the quality of that sleep compared with what you usually get on similar shift patterns?	
	Poor	
	Average	
Good		
Signs of Fatigue	Have you experienced any physical signs of fatigue immediately prior to or during this shift (e.g. microsleeps)?	
	Yes	No
	Have you experienced any mental signs of fatigue immediately prior to or during this shift (e.g. difficult concentrating)?	
	Yes	No

HOW TO USE THIS TOOL:

With respect to the questions on the other side of this card, the colour of the answers indicates the Fatigue Category and the action(s) required in accordance with the table on the back of this tool.

If one or more answer is **Red**, your Fatigue Category is **Red**.

If one or more answer is **Amber**, your Fatigue Category is **Amber**.

Otherwise, if your answers are **Green**, your Fatigue Category is **Green**.

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Fatigue Category	Action Required
Red	As soon as it is safe to do so, suspend any safety-critical tasks that have been started. Report now to your immediate Supervisor or manager.
Amber	Before commencing the shift or task, or before continuing work on a task that has been started, report to your Immediate Supervisor or Manager and implement fatigue risk controls as required.
Green	Monitor for signs of fatigue; no additional risk controls required.

Fatigue Self-Assessment Tool

Developed by



Integrated Safety Support®
Excellence in Fatigue Risk Management

Disclaimer: Integrated Safety Support (ISS) has shared this resource free of charge to help improve global awareness and management of fatigue. The resource provides general information that cannot be taken as advice specific to individuals or legal entities. ISS makes no guarantees or warranties regarding the information and disclaims liability for any damages related to the use of content to the fullest extent permitted by law.

Appendix B Fatigue Management Time Tracker (Optional)

REGARDLESS OF THE LIMITS ESTABLISHED IN THE FATIGUE MANGAGEMENT 3-DAY CYCLE, IF EMPLOYEES EXPERIENCE THE ONSET OF FATIGUE SYMPTOMS, THEY SHOULD REPORT AND REQUEST A REST PERIOD

Name: _____

Day 1 – Date: _____

	MID-NIGHT	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11	
Working																									
Resting																									

Name: _____

Day 2 – Date: _____

	MID-NIGHT	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11	
Working																									
Resting																									

Name: _____

Day 3 – Date: _____

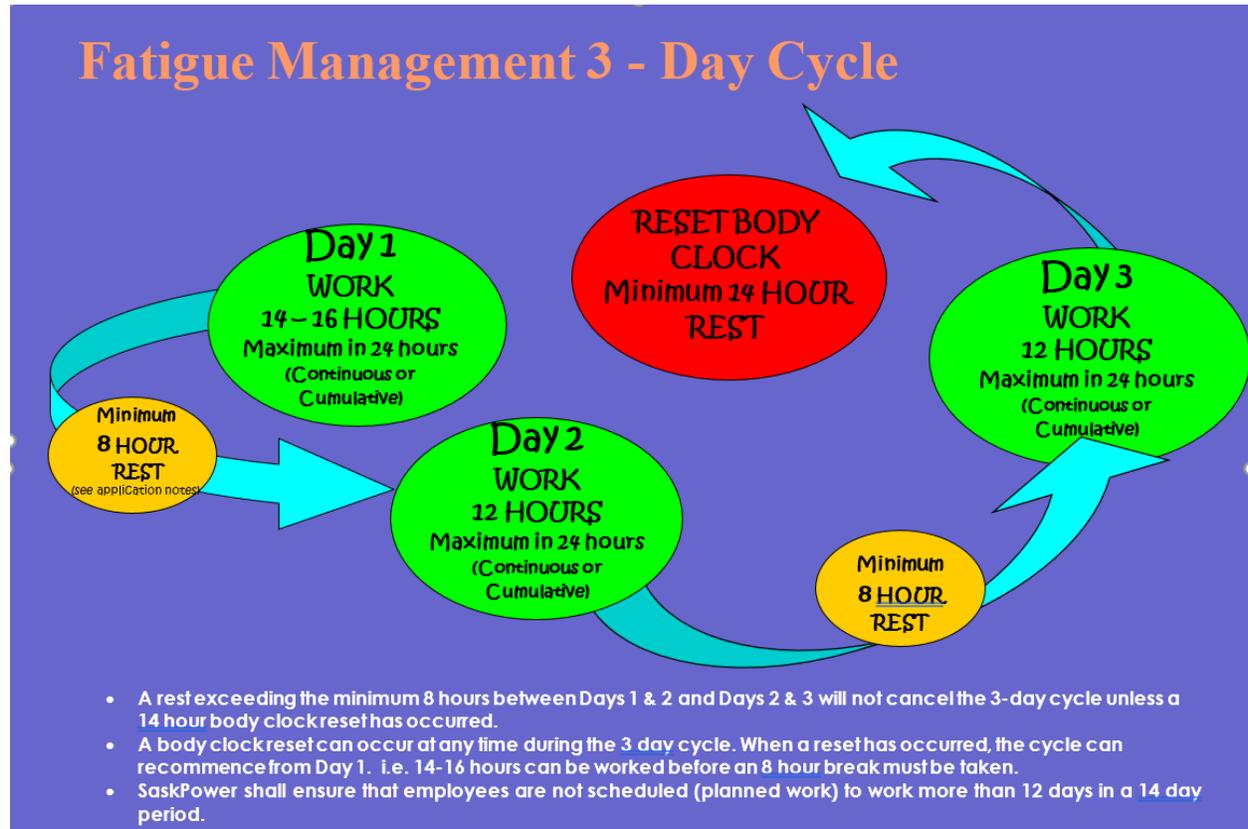
	MID-NIGHT	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11	
Working																									
Resting																									

Name: _____

Day 4 – Date: _____

	MID-NIGHT	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11	
Working																									
Resting																									

Appendix C (Mandatory)



Ownership & Inquiries

Position Owner	Director
Business Department	Health and Safety
Contact Person	Safety Care Line
Approved by	Health and Safety Council
Date	1/16/2019

Contact Information	306-566-6200 or safetycare@saskpower.com
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Document History

Revised by	Revision Purpose	Date
Health and Safety Department	Updated to include new Fatigue Management Requirements	1/16/2019
Health and Safety Department	Three Year Review – No change in intent	6/8/2016