JER-8000-MGT-PRO-0028 Fatigue Management

(AS/NZS, ISO 45001:2018, Clause 8.1.2)

1 INTRODUCTION

The purpose of this procedure is to provide guidelines and tools for practical management of fatigue risk and the prevention of fatigue-related incidents.

2 SCOPE

The procedure applies to all KGL Resources' workers who work at an KGL Resource workplace. It is intended to apply to all work activities including routine daily work, hazardous work, and emergency/ incident response operations.

3 RELEVANT LEGAL & OTHER REQUIREMENTS

It is the responsibility of all personnel to comply with this procedure and seek guidance from the Project Director where clarification is required.

- Work Health and Safety Act 2011 (NT)
- Work Health and Safety Regulation 2011 (NT)
- Safe Work Australia, `*Guide for Managing the Risk of Fatigue at Work 2013'*

4 DEFINITIONS

Fatigue	In a work context, fatigue is a state of mental and/or physical exhaustion which reduces a person's ability to perform work safely and effectively. Fatigue can affect individuals differently. It can reduce alertness which may lead to errors that contribute to workplace incidents and reduces workplace performance and productivity.
Fatigue Assessment Tool	Fatigue Assessment Tool means the Fatigue Assessment Tool set out in JER-8000-MGT-FRM-0029.
Workers	Workers include employees, contractors, sub-contractors, volunteers and consultants of KGL Resource who conduct work for KGL Resource.

5 RESPONSIBILITIES

Senior Leadership Team	1. Establishes safe systems of work including the provision of employment conditions, work schedules, rosters and providing effective supervision that mitigate the risk of fatigue and workplace injury. 2. Provides adequate resources to managers or supervisors and workers to support fatigue risk assessment and fatigue hazard elimination and control. 3. Reviews and acts on reported organisational fatigue risk management performance.
Safety Manager	1. Ensures procedure is fit for purpose and meets organisational requirements. 2. Ensures that this procedure is implemented and is regularly reviewed and monitored for ongoing effectiveness. 3. Establishes and maintains fatigue hazard identification, risk management, and training systems within the KGL Resource Safety Management System (SMS), including consultation with Workers. 4. Ensures workers, managers and supervisors are aware of the procedure. 5. Reviews and monitors fatigue risk assessments and fatigue hazard management by workers, managers and supervisors. 6. Assesses and reports on fatigue risk management performance to the Senior Leadership Team. 7. Provides advice on fatigue hazard and risk management to managers and supervisors.
Managers and Supervisors	1. Implement a fatigue risk assessment for work as required by, and in accordance with, this procedure, including consultation with workers. 2. Actively monitors workers for fatigue risks and ensures controls to minimise/mitigate fatigue. 3. Periodically review work activities for new fatigue hazards, and review Fatigue Assessment Tool. 4. Attend G1, G8 & G9 for managers and supervisors training course. 5. Attend fatigue management and awareness training.
Workers	1. Ensure that they are fit for work. 2. Avoid working extra hours or undertaking safety critical tasks if they are or are likely to be fatigued. 3. Discuss with their manager or supervisor if they experience fatigue or believe that they will not be able to undertake/complete work due to fatigue. 4. Complete the Fatigue Assessment Tool when required under this procedure. 5. Attend fatigue management and awareness training.

6 FATIGUE RISK MANAGEMENT

Management of fatigue risks in the workplace is a shared responsibility between KGL Resource and its workers. KGL Resource manages fatigue risk through a risk management approach.

The fatigue risk management methodology set out below is a guide to assist workers in identifying and managing workplace fatigue through the following steps:

a) Identifying the hazards that can contribute to fatigue;

b) Assess the risks of these hazards;

c) Implement and maintain risk control measures; and

d) Review the effectiveness of the control measures.

Effective management of fatigue risk involves identifying, assessing, controlling and reviewing workplace, environmental and individual factors which contribute to fatigue, such as:

a) the scheduling and planning of work such as the number of hours worked, rest breaks and night or shift work;

b) mental and physical work demands;

c) lifestyle factors such as sleep patterns, family responsibilities and social activities;

d) environmental conditions such as heat and cold; and

e) commuting to and from the workplace as well as work-related travel.

6.1 Fatigue Hazard Identification

The purpose of identifying fatigue hazards is to determine fatigue risks in order for them to be eliminated or controlled as much as reasonably practicable through the use of effective risk controls.

The following signs or symptoms may indicate a worker is fatigued:

PHYSICAL	MENTAL	EMOTIONAL
Yawning	Reduced Concentration	Quiet, withdrawn
Heavy eyelids	Lapses in attention	Lacking in energy
Eye rubbing	Poor short-term memory	Lacking in motivation
Head drooping	Impaired communication	Irritable
Micro-sleep	Reduced situational awareness	Ill-tempered

Managers and supervisors are required to assess work activities and changes in work schedules to identify fatigue hazards through the Fatigue Assessment Tool (see JER-8000-MGT-FRM-0029).

Managers and supervisors must ensure that the Fatigue Assessment Tool is used in any of the following circumstances:

a) a worker suffers symptoms of fatigue (see signs or symptoms above);

b) work is required to be performed between 10pm to 5am;

c) excessively hot or cold or humid weather conditions;

d) potential to work non-standard hours (see 6.2);

Workers shall use the Fatigue Assessment Tool (JER-8000-MGT-FRM-0029) when they are feeling symptoms of fatigue (see section 7). A worker may also undertake a self- assessment (see section 6.4).

Workers engaged by a Contractor must provide evidence of practices that are in operation to manage fatigue if requested by KGL Resources. KGL Resources' Project Managers will monitor the compliance of contractors' WHS management plans to ensure that fatigue management, in compliance to this procedure, has been addressed and strategies to manage fatigue are being complied with.

6.2 Standard Working Hours

Standard working hours includes travel time to and from the work site.

- A maximum of 14 hours worked in a single shift;
- A maximum of 120 hours worked in a 10-day period;
- A maximum of 240 hours worked in a 4-week period;
- A minimum of 10 hours shall be taken between shifts worked; and
- A 24-hour break, as a minimum, is required after a 14-day period.

6.3 Special Working Hours

Whilst exceeding maximum working hours should be avoided; there are occasional circumstances where it may not be practicable.

A short, concentrated period of activity requiring increased limits to working hours may occur without incurring long-term fatigue risks.

During these periods, the following variations are permitted to the normal fatigue guidelines:

Work hours	**Approval requirements**
14 to 18 hours	• Requires approval of Project Manager after the completion of a documented risk assessment. • On the last day of the swing (prior to travelling home), transportation will be provided to the worker/s to eliminate the need to drive.
More than 18 hours per day	• Not permitted under any circumstances
More than 14-days without a 24-hour break	• Requires approval of Project Director after the completion of a documented risk assessment

6.4 Worker Self-Assessment

Where a worker identifies with any of the fatigue signs or symptoms (see section 6.1) they must cease work immediately, contact their manager or supervisor, and complete a Fatigue Assessment Tool either on their own or with a manager or supervisor, if available.

If a worker is found to be unfit for work because of fatigue impairment, they shall apply for the appropriate leave. The manager or supervisor must ensure that the worker is provided with safe transport home.

7 FATIGUE RISK CONTROL MEASURES

7.1 Work Scheduling

Control measures that can built into the work schedule include:

- Designing working hours and rosters to allow for good sleep opportunities;

- Manage and limit excessive hours and overtime in accordance with guidance provided in Section 6 of this procedure;
- Ensure workers take regular breaks.

7.2 Job Demands

Control measures to minimise fatigue include:

- Ensure fit-for-purpose plant, machinery and equipment is used;
- Redesign the job to limit periods of excessive mental or physical demands;
- Develop contingency plans for emergency situations.

7.3 Environmental Conditions

- Avoid working during periods of extreme temperature or minimise exposure through job rotation;
- Provide a cool area for rest break and ensure adequate hydration.

8 INFORMATION, INSTRUCTION, TRAINING & SUPERVISION

Managers and supervisors must provide workers with information on how to manage fatigue including knowledge of KGL Resources consultative mechanisms for raising work health and safety matters. Fatigue management is also communicated during project inductions.

9 INCIDENT REPORTING AND INVESTIGATION

Any incidents arising from fatigue must be reported in accordance with the **KGL Resource Incident Managing Procedure**.

10 BREACH OF THIS PROCEDURE

Workers must comply with this procedure at all times. KGL Resources takes breaches of this procedure very seriously.

If an employee is found to have breached this procedure, they may be subjected to disciplinary action in accordance with KGL Resources' disciplinary processes. Contractors of KGL Resources who are found to have breached this procedure may be the subject of action under their contract with KGL Resources.

11 RECORD KEEPING

Fatigue Assessments shall be maintained in accordance with record keeping requirements in a confidential file relating to the individual worker and with appropriate access restrictions established and in place. Information will only be provided to people who have a legitimate need for it to ensure, safety, health or performance.

12 CONSULTATION

This procedure has been developed and implemented in consultation and co-operation with KGL Resources' workers.

13 RELATED DOCUMENTATION

JER-8000-MGT-PLN-0010	Risk Management Plan
JER-8000-MGT-PRO-0006	Risk Management

JER-8000-MGT-PRO-0023	Incident Management
JER-8000-MGT-PRO-0027	Fitness for Work
JER-8000-MGT-FRM-0017	Safe Work Method Statement
JER-8000-MGT-FRM-0018	Take 5
JER-8000-MGT-FRM-0024	Fatigue Assessment Tool

14 MONITORING, EVALUATION AND REVIEW

VERIFICATION	
Monitoring	Compliance with this procedure will be monitored through training and regular audits.
Evaluation & Review	The risk rating is low, reviewed every 3 years. A review will be undertaken sooner if there are changes to legislation, standards and industry codes, or following a SMS review, changes as defined by WHS Regulators, or to ensure continual improvement.
Version Control	Version 1: May 2026

15 APPROVAL

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Project Director