FATIGUE MANAGEMENT IN THE WORKPLACE

THE ALBERTA ROADBUILDERS AND HEAVY CONSTRUCTION ASSOCIATION
MANAGER/SUPERVISOR TRAINING PACKAGE
WHY SHOULD YOUR COMPANY IMPLEMENT A FATIGUE MANAGEMENT PROGRAM?

• Roadbuilding in Alberta is seasonal
• Contract demands require extended work hours and extended consecutive work days
• Extreme weather has a big impact on when we can work
• Employers covered by Alberta’s Employment Standards Code must comply unless they receive an exemption permit from the Director
EMPLOYMENT STANDARDS CODE

• Section 16(1) An employee’s hours of work must be confined within a period of 12 consecutive hours in any one work day, unless
  (a) an accident occurs, urgent work is necessary to a plant or machinery or other unforeseeable or preventable circumstances occur, or
  (b) the Director issues a permit authorizing extended hours of work.
EMPLOYMENT STANDARDS CODE

• **17(2)** An employer must not require an employee to change from one shift to another without at least 24 hours’ written notice and 8 hours of rest between shifts.

• **NO EXEMPTION TO THIS SECTION OF THE CODE.** Employers must give their workers at least 8 hours off. Traveling to and from job sites are not to be included in the 8 hours of rest.
ARHCA REQUESTS PERMIT

- The Alberta Roadbuilders & Heavy Construction Association on behalf of its’ members, requested and received a permit from Alberta Employment Standards allowing ARHCA members to extend daily hours of work beyond 12 hours per day, up to a maximum of 16 hours per work day – section 16(1) of the Employment Standards Code.

- The ARHCA received a second permit giving permission to allow employees days of rest which do not have to be taken consecutively but must total 4 days –section 19 of the Employment Standard Code.

- A work day is defined as any day when an employee works more than 4 hours (including travel time)
WHAT DOES THIS MEAN TO YOU?

• ARHCA member employees may work up to 16 hours a day unless they are regulated by other legislation (Alberta’s Drivers’ Hours Of Service Regulation, Federal National Safety Code Regulations, etc.)

• Days of rest do not have to be taken consecutively, however employees must have at least 4 days of rest in each period of 4 consecutive work weeks

• If an employee works 4 or fewer hours a day (including travel time), it will be considered as a half day of rest.

• All employees must have at least 8 consecutive hours of rest before starting work the next day.
HOW DO WE MAINTAIN THE ARHCA PERMITS?

“Employers must implement and consistently monitor a Safety and Fatigue Management Program.”

• A Fatigue Management Program Checklist must be completed
• Provide employees with a copy of the permit
• Employers must record the times at which employee start and stop work each work day.
• A Fatigue Management Program is a requirement of the ARHCA permits. Permits may be revoked for non-compliance.
BENEFITS OF A FATIGUE MANAGEMENT PROGRAM

• To provide a safe and healthy work environment
• To increase knowledge on managing fatigue risks and hazards
• To improve health and well-being of employees
• To increase productivity, employee moral and job satisfaction
• To take a pro-active approach for employers to assist employees in managing fatigue at work and at home
• To improve knowledge on fatigue management legislation and compliance
• To improve overall awareness of fatigue issues
RESPONSIBILITIES

Each company must determine responsibilities which are operationally and structurally feasible for their situation.

Responsibilities include:

- Ensure FMP is implemented and proper training is provided
- Communicate company expectations
- Ensure reporting, monitoring and reviewing processes are in place
- Assist, advise and support line supervisors
- Promote the importance of the FMP and ensure compliance with both the permits
RESPONSIBILITIES CONTINUED

- Support, promote and provide fatigue management information
- Understand legislative requirements
- Assess the risks associated with extended hours and/or consecutive work days
- Ensure fatigue management checklist is performed
- Incorporate preventive methods/controls and take prompt action if a hazard exists
- Monitor and record hours of work and report any problems, concerns and/or issues
- Ensure open communication and feedback
- Provide a safe and healthy work environment
FMP – STEP BY STEP

- Implement management, supervisor and employee responsibilities (reference guidelines for responsibilities)
- Communicate and utilize preventative methods
- Include employee fatigue management checklist in company orientation
- Establish reporting procedures
- Ensure a monitoring process is in place
- Provide appropriate training for all employees including causes and impacts of fatigue
- Understand the fatigue management program
- Provide all affected employees with permits
PREVENTIVE METHOD IDEAS

- Schedule rest days when possible
- Minimize extended hours of work when possible
- Recognize individual worker and crew fatigue, and encourage workers to look out for each other
- Define whether the work is urgent or not
- Give as much advanced notice of extended hours and a minimum of 24 hours notice of shift changes
- Review other options such as transfers, job sharing, etc.
- Solicit short-term help to minimize extended hours
PREVENTIVE METHODS CONTINUED....

- Ensure crewmembers have access to food and water
- Take short and frequent breaks
- Have employees rotate and perform various functions of short duration during extended hours
- Perform complex tasks earlier in the shift
- Consider travel time to and from work
- Be flexible and supportive to employees experiencing fatigue and/or with personal issues
- Account for workers returning from sickness, absences or modified work
FATIGUE MANAGEMENT CHECKLIST

• Understand checklist content and process
• Incorporate checklist with employee orientation, tool box talks and other safety hazard assessments
• Ensure checklist is documented and retained on file
• Communicate and implement control methods to workers
ARHCA Fatigue Management Program - Employee Checklist

In compliance to the “Permit to Extend Consecutive Daily Hours of Work” and the “Scheme of Employment to Extend Consecutive Days of Work” issued under Alberta’s Employment Standards Code, this checklist must be completed by all employees:

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Date:</th>
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<tr>
<td>Supervisor:</td>
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<tr>
<td><strong>ORIENTATION</strong></td>
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<tr>
<td>▪ Company orientation completed</td>
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<td>▪ Will attend regular scheduled safety meetings</td>
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<td>▪ Has reviewed fatigue management program</td>
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<td>▪ Has received a copy of both ARHCA permits and is aware of employee and employer responsibilities related to each permit</td>
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<td><strong>SHIFT DURATION REQUIREMENTS</strong></td>
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<td>▪ Is aware of the importance of 8-hours of rest between shifts</td>
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<td>▪ Will report to work in a fit and rested condition</td>
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<td>▪ Will report fatigue, illness or inability to work to supervisor</td>
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<td>▪ Will not be expected to work more than 24 consecutive days</td>
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<td>▪ Will have a total of 4 days of rest in each period of 4 consecutive work weeks</td>
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<tr>
<td><strong>Fatigue Awareness</strong></td>
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<td>▪ Has received industry fatigue management training</td>
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<td>▪ Understands that fatigue is a state of mind and body that might have negative effect on the worker and coworkers’ safety</td>
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<td>▪ Understands that the effect of fatigue can be compounded by the abuse of alcohol, poor diet, lack of exercise, personal problems, depression, lack of sleep or sickness</td>
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<td>▪ Will not attempt to undertake situations that might create hazards for oneself, their co-workers or the public while fatigued</td>
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<td><strong>SITE CONDITIONS</strong></td>
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<td>▪ Will work safely and communicate any concerns with co-workers and jobsite supervisors</td>
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**EMPLOYEE EVALUATION COMMENTS AND ACKNOWLEDGEMENT:**

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<thead>
<tr>
<th>Employee Signature:</th>
<th>Date:</th>
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REPORTING PROCEDURES

• Report any unsafe behaviors and conditions
• Include time of day on incident/near miss reports and determine if fatigue was a factor
• Report any crew or individual fatigue concerns
MONITORING METHODS

• Each company must:
  • Monitor each crew member’s hours
  • Determine the need for extended hours of work and extended consecutive days of work
  • Monitor crew’s behavior and performance when working extended hours and extended consecutive days
  • Must determine ways to minimize the negative effects of fatigue
TRAINING

• Document all training, safety meetings and fatigue management checklists

• All employees should know:
  • What fatigue is
  • What factors cause fatigue
  • Impacts of fatigue
  • Signs and symptoms of fatigue
  • Employee responsibilities
  • The benefits of a FMP
  • What individuals can do to deal with fatigue including policies, procedures and personal needs
PROGRAM REVIEW PROCESSES

- Periodically review FMP policies and procedures to determine effectiveness
- Review the factors and reasons for working extended hours/consecutive days of work
- Obtain feedback on training effectiveness
- Review and discuss possible alternatives to extended hours and consecutive days
- Investigate the number of fatigue related incidents
- Document wherever possible
QUESTIONS?