FATIGUE MANAGEMENT POLICY

1.0. PURPOSE

This policy outlines the expectations and obligations applicable to all employees in understanding, recognising and preventing fatigue within the workplace. The purpose of this policy is to ensure that all Glad Group employees perform their work safely.

2.0. SCOPE

The fatigue management policy applies to all Glad Group entities as outlined below:

- Glad Group Pty Ltd | ABN 62 092 928 115
- Glad Cleaning Service Pty Ltd | ABN 43 054 617 891
- Glad Security Pty Ltd trading as Glad Group Services | ABN 99 122 097 590
- Glad Maintenance Pty Ltd | ABN 85 127 522 481
- Glad Indigenous Pty Ltd | 13 648 519 957
- Auxus Pty Ltd | 12 655 147 292
- Stratium Global Pty Ltd trading as Unifyd Technology | 86 923 901 715
- Glad Group NZ Limited | NZBN 9429 047 106 437
- Australian Protective Services Pty Ltd 47 610 471 424

It applies to all employees regardless of their job title, responsibilities, seniority, or location, within every subsidiary or joint venture that Glad Group has control over.

3.0. POLICY STATEMENT

Fatigue can adversely affect safety in the workplace. It reduces alertness which may lead to an increase in incidents and injuries. Glad Group is committed to identifying and managing the risks associated with fatigue, resulting from significant physical and/or mental exertion, lack of sleep, impacts of shift work and excessive overtime.

3.1. What is fatigue?

Fatigue is different to feeling tired. In a work context, fatigue is a state of mental and/or physical exhaustion that impairs your ability to perform work safely and effectively.

Signs of fatigue include, but are not limited to:

- excessive yawning or falling asleep at work
- short term memory problems and inability to concentrate
- noticeably reduced capacity to engage in effective interpersonal communication
- impaired decision-making and judgment
- reduced hand-eye coordination or slow reflexes
- feeling drowsy, headaches, dizziness, blurred vision or extended sleep on days off work
- other changes in behaviour, for example repeatedly arriving late for work

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- increased rates of unplanned absence

3.2. What Causes Fatigue?

Fatigue can be caused by factors which may be work related, non-work related or a combination of both. Fatigue also accumulates over time. Some causes of fatigue include, but are not limited to:

- prolonged mental or physical activity
- inadequate or disrupted sleep
- shift work or rotating rosters where there is disruption to the internal body clock.
- inadequate recovery periods between shifts
- environmental conditions at work such as poor lighting or air quality
- secondary employment
- extended travel time between home and work
- lifestyle factors
- family responsibilities
- health conditions (such as sleep apnoea or insomnia) and medications

3.1. Fatigue mitigation

Glad Group and its employees jointly have a responsibility for managing fatigue within the workplace.

Employer obligations:

- designing work hours to ensure compliance with Modern Awards including meeting minimum times between shifts and adequate rest breaks and meal breaks
- identifying poor rostering behaviours through spot checks and audits, so that appropriate rules and conditions can be established within the rostering systems
- providing access to an ad-hoc workforce via the National Operations Centre (Security Only)
- avoiding work arrangements which provide incentives to work excessive hours

To ensure these obligations are met as far as reasonably practicable, Glad Group will:

- endeavour to cap working hours to an average of 94 hours per fortnight, including overtime
- plan for expected increases in work demand during certain periods

Employee Obligations:

- ensuring adequate rest and sleep when away from work

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- seeking medical advice if you have or are concerned about a health condition that may affect your sleep or causes fatigue
- assessing your own fitness for work before commencing work
- looking out for signs of fatigue in the people you work with
- reporting any concerns or issues that you may have about fatigue that may affect you or someone else within the workplace to your manager
- avoiding behaviours and practices that may contribute to fatigue. This includes but is not limited to:
    - seeking or agreeing to excessive overtime
    - secondary employment
    - not using time off to recuperate

3.2. Business Travel Requirements

Employees that undertake business travel that includes driving should not drive more than 10 hours within a rolling 24-hour period. The maximum driving time before taking a break should be 4.5 hours. After driving 4.5 hours a 30 min break should be taken. Attempt to take 15 min breaks for every 2 hours of driving.

4.0. LOG OF CHANGES

DATE	AMENDMENTS	AUTHORISED BY	REVISION
June 2023	Initial Policy	Human Resources	1

5.0. CONTACT FOR QUESTIONS

Please contact People and Culture if there are any questions regarding this policy.

Authorised by:



Kiri Chase
Head of People and Culture

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