

Fatigue Management Policy

Our commitment

Fatigue management is a shared responsibility between workers and the management of Jim Pearson Transport as fatigue can be caused by work-related and personal factors. At Jim Pearson Transport and its subsidiaries ("JPT") our goal is to maintain a healthy and secure working environment for our workers, contractors, and the public. We are committed to implementing effective fatigue management practices to eliminate potential hazards associated with fatigue.

Understanding Fatigue

Fatigue is not merely feeling tired: it's a state of mental and physical exhaustion that impairs a person's ability to work safely and effectively. It can result from prolonged activity, sleep deprivation or disruptions to the internal body clock.

Recognising Fatigue

To ensure everyone's well-being, it is essential to recognise the signs of fatigue, which may include:

- Excessive yawning or falling asleep at work.
- Short term memory problems and an inability to concentrate.
- reduced capacity to engage in effective interpersonal communication.
- Impaired decision-making and judgment.
- Decreased hand-eye coordination or slow reflexes.
- Changes in behaviour, such as repeatedly arriving late for work.
- Increased rates of unplanned absence.

A fatigued worker may also experience symptoms not obvious to others including:

- Feeling drowsy.
- Headaches.
- Dizziness.
- Difficulty concentrating.
- Blurred vision or impaired visual perception.
- A need for extended sleep during days off work.

Causes of Fatigue

Fatigue can be caused by factors which may be work related, non-work related or a combination of both and can accumulate over time.

Outside of work factors that can affect an employee's wellbeing and capacity to work effectively include:

- Lifestyle Factors: Poor diet, high consumption of sugary drinks and caffeine, smoking, unhealthy weight, no exercise.
- Recreational and sporting activities.
- Insufficient sleep, sleep disruptions, sleep disorders or poor sleep quality.
- Stressful situations including financial difficulties or domestic relationships.
- Inappropriate use of alcohol, other drugs, or medication.
- Cultural differences – strong emphasis on hard work and perseverance, longer workdays and fewer rest breaks, religious practices, fasting, language proficiency.

Work related factors can include:

- Roster design e.g., too many consecutive night shifts.
- Driving when you would normally be sleeping.

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- Aspects of the tasks being undertaken, e.g., greater workload, heavy traffic.
- Features of the working environment, e.g., noise, temperature extremes or poor weather conditions.

JPT is responsible for providing safe systems of work and all workers share in the responsibility to minimise and manage the adverse effects of work-related fatigue.

Employee Responsibilities

As part of our commitment to safety, every employee who drives a heavy vehicle must:

- Attending all Pre-Employment, for cause, Fitness for Duty Assessments and Assessing Fitness to Drive Medicals to ensure they can meet the physical demands of their role.
- Disclose the use of prescription or non-prescription medications for a legitimate medical reason or any medical conditions that may affect their work safety.
- Report for work well-rested; adequate rest positively impacts employee health, safety, and productivity. Engaging in activities such as having a nutritious breakfast, showering, maintaining personal hygiene, and planning your scheduled trip are integral to this well-being approach. Ensuring you start your day in the best possible condition, ready to perform their duties without compromising their health and the safety of others.
- Alert their supervisor if they believe they are fatigued or unfit to continue working.
- Demonstrate competence in TLIF0005 Apply a Fatigue Risk Management System.
- Participate in our Fatigue Management awareness training.
- Comply with work and rest time regulations and accurately complete work diaries.
- Ensure work diary pages (WW) and Electronic Work Diary (EWD) are completed at the start, during and end of every journey in accordance with Heavy Vehicle National Law and JPT Policies and Procedures.
- When operating within our Fatigue Management Accreditation, drivers must carry essential documentation, including certificates, work diaries and approval letters.
- Keep supervisors informed of any route changes, road works, or issues with loading/unloading or queuing times.

Our Safety Commitment

In upholding our commitment to maintaining a healthy and safe working environment, JPT will ensure:

- Strict adherence to all relevant fatigue management legislation and regulations.
- Implementation of fatigue management systems to identify, mitigate and manage potential risks.
- Established health management system addressing sleep disorders, medical history, substance abuse and diet, and provides preventative and remedial measures to assist staff and drivers in the management of their health. This is achieved by regular medical and health promotion activities.
- Comprehensive fatigue-related awareness training for drivers, schedulers, supervisors, and managers. All Schedulers / Allocators will demonstrate competence in TLIF0006 Administer a Fatigue Risk Management System.
- Fostering a culture where employees understand that coming to work in an unfit condition is not acceptable.
- Issuing subcontractors with our Contractor Handbook before they commence work.
- Records relating to Fatigue Management will be kept in accordance with the JPT Document Control Procedures, including 'National Driver Work Diary Daily Sheet', 'Drivers Weekly Work, Site Assessment and Trip Plan Selection Sheet'. For Electronic work diary (EWD) documentation management via platform software.
- Offering rest facilities and amenities at JPT depots.

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- Maintaining a modern fleet with advanced safety features and monitoring systems.
- Providing employee assistance programs and counselling services on a case-by-case basis.
- Conducting internal reviews to verify compliance and identify areas for improvement.

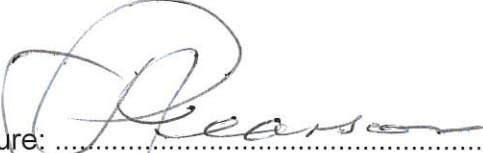
Schedulers and Supervisors responsibilities

Schedulers, Depot Managers, Supervisors within the JPT Fatigue Management System are responsible for:

- Creating schedules and rosters within fatigue and rest limits.
- Ensuring schedules are reasonable and achievable within legal driving limits.
- Maintaining schedules and rosters as regular and predictable as practicable.
- Ensuring no schedules and rosters are planned to extend beyond approved parameters as per the *Jim Pearson Transport Fatigue Management System*.
- Considering the increased fatigue risk when drivers return from leave.
- Having contingency plans for unexpected driver unavailability or when they experience fatigue whilst at work.
- Completion of Non-Conformance procedures with drivers and monitor corrective actions.

JPT will use appropriate risk management tools to measure, mitigate and monitor the risks associated with fatigue. Strategies will be reviewed and audited to measure compliance and to identify opportunities for continuous improvement.

All workers, including contractors, and sub-contractors must adhere to the JPT Fatigue Management System, reporting incidents of fatigue, taking rest breaks, and abiding by relevant legislation. At no time, must they put themselves or others at risk due to fatigue.

Signature:  Date: 15-1-24

Jim Pearson
Managing Director