



Airswift
HSE Management System
Fatigue Management Policy

Important Notice:

1. This procedure is a Controlled Document and shall not be amended without the authority of the Operations Manager – North America.
2. Any queries or feedback concerning the contents of this document should be addressed to the Operations Manager – North America.

Version Number	Effective Date	Author	Amendments	Reason for Amendments
1	04/25/2016	Julia Arevalo		Update
2	02/23/2018	Julia Arevalo	Regulatory review	Update
3	01/10/2019	Carol Stallworth	Regulatory review	Review
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1.0 PURPOSE

Airswift recognizes that fatigue affects a person's health and well-being, increases the chance of illness and workplace injuries and reduces performance and productivity within the workplace.

This policy is in place to ensure the safety of Airswift employees and to reduce the likelihood of fatigue related incidents. Where applicable, all Federal, State, and local rules which are more stringent than this policy shall be enforced.

2.0 SCOPE

This policy is applicable to all Airswift employees when performing work on a commuting basis and/or working night shifts, rotating shifts, extended hours/days or call outs.

Fatigue can be caused by both work and non-work related factors.

- Non-work factors include family responsibilities, social activities, health issues—such as sleep disorders— study commitments and sporting commitments.
- Work factors include shift work— especially night shift— and working extended hours.

While everyone doesn't respond to fatigue in the same way, fatigue can cause reduced concentration, impaired coordination, compromised judgement and slower reaction times, which ultimately increase the risk of incidents and injuries.

3.0 RESPONSIBILITIES

- Airswift and/or the Client shall ensure employees comply with all site policies and procedures.
- Supervisory personnel have the responsibility to make safety critical decisions and take appropriate actions to prevent loss.

Workers are responsible for:

- Participating in risk management processes.
- Using time off from work to recuperate to be fit and able for the next shift.
- Participating in education and training to gain an understanding of fatigue.
- Avoiding behaviors and practices that contribute to fatigue and which could place themselves and others at risk—for example, secondary employment or not using time off work to recuperate.
- Recognizing signs of fatigue that could place the health, safety and well-being of themselves or others at risk and reporting this to their manager or supervisor.
- Employees in safety critical positions have the responsibility to report fatigue/tiredness and lack of mental alertness to supervision.

4.0 REQUIREMENTS

4.1 Airswift shall ensure all employees abide by the Client's and Airswift's Fatigue Management Program, which should include:

- Client Hours of Service Policy stating the requirements for acceptable numbers of shifts/days worked in a work-set and the maximum hours worked per shift/day as well as the minimum requirements. The Client will set work hour limitations and will control job rotation schedules to control fatigue, allow for sufficient sleep, and increase mental fitness in an effort to control employee turnover and absenteeism. Airswift's expectation is that 9 – 12 hours will be considered a normal working hours for a 24 hour period. Hours over 12 in a 24-hour period should not be worked on a consistent basis without approval from the Client's and Airswift's HR/Safety team.
- Education & Training shall be provided initially as well as recurring annual education and training covering how to recognize fatigue, how to control fatigue through appropriate work and personal habits and reporting of fatigue to supervision.

Additional requirements include the following:

- Ergonomic equipment shall be used to improve workstation conditions such as anti-fatigue mats for standing, lift assist devices for repetitive lifting, proper lighting and control of temperature, and other ergonomic devices as deemed appropriate. Chairs shall be provided for workers to sit periodically, and periodic rest breaks for personnel shall also be provided.
- Employees will be provided with sufficient breaks allowing for rest and recovery from fatigue. Contingent upon location this may also include access to proper nutrition and opportunities for physical activity.
- Work tasks to control fatigue must be analyzed and evaluated periodically.
- Employees must not chronically use over-the-counter or prescription drugs to increase mental alertness. Employees should be discouraged from taking any substance known to increase fatigue in that employee, including fatigue that sets in after the effects of the drug wear off.
- Employees are forbidden to operate motor vehicles and or heavy equipment while excessively fatigued.