

FATIGUE MANAGEMENT POLICY

James Engineering confirm we work in the spirit of the following fatigue management policy -

Some good practice guidance on shift roster design

Night shifts

- Restrict number of night shifts (to 4 maximum if possible).
- Allow at least 2 days off following night shift.
- Avoid keeping workers on permanent night shifts.

Early starts

- Move early shift starts before 6am forward (e.g. 7am not 6am start).
- Limit the number of successive early starts ie before 7am (to 4 maximum if possible)
- Shifts involving an early start should be shorter in length to counter the impact of fatigue later in the shift.

Shift length

- If 12-hour shifts worked then no overtime worked in addition.
- Avoid long working hours (more than 50 hours per week).
- If 8/10 hour shifts then no more than 4/2 hours additional overtime to be worked.
- Restrict 'back to backs' with 8 hour shifts and avoid entirely with 12 hour shifts.

Rest periods

- Allow minimum of 12 hours between shifts and avoid 'quick return' of 8 hours if possible. (Rest period between shifts should permit sufficient time for commuting, meals and sleep.)
- Plan some weekends off, advisably at least every 3 weeks.

Rotation

- Rotate shifts quickly (e.g. every 2-3 days). Avoid rotating shifts every 1-2 weeks.
- Use forward rotation (morning/afternoon/night) for preference.

Social considerations

- Arrange start/finish times of the shift to be convenient for public transport, social and domestic activities.
- Consider travelling time of workforce.
- Allow some individual choice where possible to accommodate larks/owls and family commitments.
- Keep the timing of shifts regular and predicable but also allow employees to have some flexibility to choose their own work schedule.

Specific documents

In addition to the general documents that should be requested prior to the visit (see section 1) it is recommended that the following documents, which are specific to this topic, should also be requested:

- Any policy on working hours;
- Copy of the base shift roster/pattern;
- Copy of computerised sample of working hours over 30 days;
- Site arrangements for overtime.

When the documents are obtained they should be compared with good practice and use the 'Fatigue and Risk Index' (by the HF Inspector) to determine if any shift has high fatigue and risk scores and review a sample of an individual's hours over the last month and examine if this fits with the base roster.

Enforcement and advice

Support for enforcement can be provided where there is evidence of excessive overtime being worked by staff involved in safety critical (MAH) work and operators are not monitoring overtime; or following an incident where fatigue was a significant factor.

HSWA Section 3 responsibilities towards contractors and other non-employee staff on site are especially pertinent.

MHSW Regs 1999 regulations 3 and 5 are the key areas for enforcement.

Guidance

- **Reducing error and influencing behaviour**, HSG48. Available from www.hse.gov.uk/pubns/books/hsg48.htm. This guidance contains a good summary of key fatigue issues on pages 35-37.
- **Managing Shift Work: Health and Safety Guidance**, HSG 256. Available from www.hse.gov.uk/pubns/books/hsg256.htm. Particularly useful for employers, safety representatives, trade union officials, employees, regulators and other stakeholders. By drawing together advice and best practice from a range of sources, the guide explains employer's legal duties, the key risk factors and describes the impact shift work can have on health and safety. It also offers sensible advice on controlling, managing and monitoring the risks of shift work.
- **Good practice guidelines**, www.hse.gov.uk/humanfactors/topics/fatigue.htm
- **Hints and Tips for Shift Workers**, www.hse.gov.uk/humanfactors/topics/fatigue.htm
- **The development of a fatigue / risk index for shiftworkers**, HSE Research Report RR446, www.hse.gov.uk/research/rrhtm/rr446.htm. This guidance includes a spreadsheet calculator
- **Shift work booklet** from ASLEF, www.aslef.org.uk/hs/rs_fatigue.pdf