



Protection from Fatigue Policy

July 2025

Protection from fatigue

RJ Facilities (UK) Limited is committed to the health and safety of all people at the workplace. The purpose of this procedure is to establish a systematic process to identify and manage work health and safety risks associated with fatigue at RJ Facilities (UK) Limited workplaces.

Fatigue is a state of mental and/or physical exhaustion which reduces a person's ability to perform work safely and effectively. It can occur because of prolonged mental or physical activity, sleep loss and/or disruption of the internal body clock. Fatigue can be caused by factors which may be work related, non-work related or a combination of both and can accumulate over time.

Fatigue can adversely affect safety at the workplace. Fatigue reduces alertness, which may lead to errors and an increase in incidents and injuries. As an employee experiences rising fatigue levels, there are corresponding physiological, behavioural and emotional changes that may impact on the ability of an employee to safely undertake work. The following signs or symptoms may indicate an employee is affected by fatigue:

- excessive yawning or falling asleep at work
- short-term memory problems and an inability to concentrate
- noticeably reduced capacity to engage in effective interpersonal communication
- impaired decision-making and judgment
- reduced hand-eye coordination or slow reflexes
- other changes in behaviour, for example 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.

The first step in the management process is to identify all reasonably foreseeable factors which could contribute to and increase the risk of fatigue. Fatigue is often caused by a number of inter-related factors which can be cumulative. Common factors that may contribute to fatigue are:

- Work schedules which limit the time workers can physically and mentally recover from work. This may include workers who undertake shift work, night work, work extended hours or are not able to take regular breaks.
- Job demands, particularly work that requires extended periods of work that is physically or mentally demanding.
- Sleep, including the length of sleep time, the quality of sleep and the time since sleep.
- Environmental conditions, such as exposure to heat, cold, vibration or noise, can make workers tire quicker and may impair performance.
- Non-work-related factors, such as a worker's lifestyle, family responsibilities or health may all increase the risk of fatigue.

Methods that management may utilise to identify whether there are any of the above risk factors affecting their workers include:

- consulting with workers
- examining work practices and systems of work
- examining employees timesheets and overtime
- incident data and the findings of incident investigations
- seeking advice and information from relevant experts.

The best way to control the health and safety risks arising from fatigue is to eliminate the factors identified as causing fatigue at the source. If elimination is not reasonably practicable, the risks must be minimised. The determination of the most effective controls to manage the risks associated with fatigue should always be identified in consultation with workers where possible.

The following section outlines common control measures the company will consider based on the factors identified as contributing to or increasing the risk of fatigue in order to manage fatigue.

Control measures for fatigue risks which can be built into the work scheduling may include:

- designing working hours and rosters to allow for good sleep opportunity and enough recovery time between work days or shifts for travelling, eating, washing and sleeping. Where possible, a minimum of a 10-hour break should be provided between shifts
- ensuring workers have and take adequate and regular breaks to rest, eat and rehydrate
- avoiding scheduling high-risk work during low body clock periods (i.e. between 2am and 6am)
- establishing plans to manage workload change caused by machinery breakdowns or planned and unplanned absences
- managing overtime, shift swapping and on-call duties
- implementing processes to manage accrued leave balances and requests for leave
- considering future rosters and schedules when approving request for leave or shift swaps, and ensuring leave is reflected in rosters
- considering alternative options to face-to-face meetings, for example teleconferencing or video conferencing so workers are not required to spend time travelling to meetings.

Consideration should be given to implementing additional specific control measures when planning work schedules and rosters for specific work arrangements, including shift and night work, seasonal, emergencies and on-call arrangements. These may include:

- structuring shifts and designing work plans so work demands are highest towards the middle of the shift and decrease towards the end
- avoiding morning shifts starting before 6am where possible
- avoiding split shifts or if there is no alternative to split shifts consider their timing, for instance whether they are likely to disrupt sleep
- setting shift rosters ahead of time and avoiding last-minute changes, to allow workers to plan leisure time
- allocating shift and night workers consecutive days off to allow for at least two full nights' sleep
- overlapping consecutive shifts to allow enough time for communication at shift handovers
- minimising overtime allocation after afternoon or night shifts
- consider if night work is necessary and rearrange schedules so non-essential work is not carried out at night
- providing information to shift workers including tips for them to prevent and manage the risk of fatigue.

Control measures to prevent or minimise the risk of fatigue associated with job demands can include:

- ensuring fit-for-purpose plant, machinery and equipment is used at the workplace (e.g. ergonomic furniture, lifting equipment)
- redesigning the job to limit periods of excessive mental or physical demands
- considering job rotation to limit a build-up of mental and physical fatigue
- developing contingency plans for potential situations where workers may have to unexpectedly work longer hours, more shifts or a long sequence of shifts
- planning for expected changes in work flow including anticipated peaks and troughs throughout the year.

Control measures to prevent or minimise the risk of fatigue associated with environment conditions can include:

- avoid working during periods of extreme temperature or minimise exposure time through job rotation
- provide welfare facilities where workers can take a rest break, rehydrate and meal breaks
- install adjustable, low-vibration seats in machinery and vehicles and provide low vibration hand held equipment
- consider the provision of Personal Project Equipment (PPE)
- provide and maintain a workplace which is well lit, safe and secure.

Employees have a duty to take reasonable care for their health and safety and this includes enough sleep so they can arrive fit for work.

Once control measures are implemented, management will establish mechanisms to monitor and review the controls, to ensure they continue to be effective in managing fatigue. Consideration may be given to implementing trial periods for any new work schedules and encouraging workers to provide feedback on their effectiveness.

Name: Mr. Jack Wood

Signature: 

Position: Managing Director

Date: 19th July 2025

Review date: 18th July 2026