

## **FATIGUE MANAGEMENT POLICY**

**Equity Transport Group has in place the following Fatigue Management Policy to enhance the safety of all clients, staff and contractors. The policy is in line with OH & S guidelines and must be observed without exception.**

1. All staff, Contractors, Chauffeurs & Drivers must comply with the Fatigue Management Guidelines. Managers and Supervisors are to be trained and aware of the Corporate Fatigue Management Guidelines, including factors that may cause fatigue.  
**RESPONSIBILITY – Managers, Supervisors, Staff, Contractors, Chauffeurs & Drivers.**
2. Management & Supervisors must ensure Contractors, Chauffeurs & Drivers are provided with ample notice if they are required to work up to 14 hours in one day. Periods where Contractors, Chauffeurs & Drivers may need to work 14 hours in one day in consecutive days must be monitored and ample breaks provided during the working period.  
**RESPONSIBILITY – Managers & Supervisors.**
3. Where Contractors, Chauffeurs & Drivers are required to work for more than 6 days straight, they are not to work for longer than 5 hours without a reasonable break on each day and especially the 7<sup>th</sup> day. Where these rosters are required, ample breaks must be provided between finishing one shift and commencing the next. No Contractors, Chauffeurs & Drivers is to be rostered on for seven consecutive days.  
**RESPONSIBILITY – Managers, Supervisors, Staff, Contractors, Chauffeurs & Drivers.**
4. ETG Contractors, Chauffeurs & Drivers must be given at least 10 hours break in between shifts and these breaks should allow for a least 6/8 hours break continual sleep where possible. This break sleep period should be between the hours of 2100 and 0800 or as close to this as possible. This will obviously depend on shift rosters.  
**RESPONSIBILITY – Managers, Supervisors, Staff, Contractors, Chauffeurs & Drivers.**
5. Ample notice must be given to Contractors, Chauffeurs & Drivers who may be required to undertake trips to rural areas. A managed trip roster must be implemented and strictly adhered to at all times. Contractors, Chauffeurs & Drivers are to be rested for at least 12 hours prior to undertaking a long trip, with work that exceeds 14 hours away from the base area.  
**RESPONSIBILITY – Managers, Supervisors, Staff, Contractors, Chauffeurs & Drivers.**
6. Contractors, Chauffeurs & Drivers are responsible for their own safety and hours worked when on or off shift. They are required to advise management if they feel fatigued while on shift, no matter the span of hours they have already worked. When on off shift they also have a responsibility to work to the company guidelines regarding breaks and break sleep patterns.  
**RESPONSIBILITY – Chauffeurs & Drivers.**

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7. Contractors, Chauffeurs & Drivers are to ensure they undergo regular health assessment checks in line with the Fatigue Management Policy and the Operations Standards Manual.  
**RESPONSIBILITY – Managers, Supervisors, Staff, Contractors, Chauffeurs & Drivers.**
  
8. Contractors, Chauffeurs & Drivers are to undertake a health assessment evaluation as their Driving Authority is renewed from their preferred medical practitioner. A copy of the medical report is to be forwarded to Department of Transport (where applicable) and a copy must be provided to Equity Transport Group's Operations Manager or Supervisors no later than 14 days after the medical has been undertaken.  
**RESPONSIBILITY – Managers, Supervisors, Staff, Contractors, Chauffeurs & Drivers.**
  
9. Management is to review each medical assessment report no later than 7 days after receipt.  
**RESPONSIBILITY – Managers & Supervisors.**
  
10. Contractors, Chauffeurs & Drivers are to ensure that alcohol and drug consumption is in line with State Laws and does not impair them in the period leading up to and during their rostered shifts. There is zero tolerance for alcohol and drug levels whilst operating a limousine or coach.  
**RESPONSIBILITY – Chauffeurs & Drivers.**
  
11. Contractors, Chauffeurs & Drivers should take ample leave away from the workplace each year.  
**RESPONSIBILITY – Managers, Supervisors, Staff, Contractors, Chauffeurs & Drivers.**

Each person has an important part to play in the successful outcome of the Fatigue Management Policy. Equity Transport Group will provide adequate assistance where possible in assisting people to have a safe, clean and happy working environment. All stakeholders must take ownership of the Fatigue Management Guidelines without exception. Strict disciplinary action will be taken against any person who does not work to the Fatigue Management Policy and its guidelines.