

Control of Fatigue Policy

This policy supplements the health & safety policy statement.

Visual Interiors & Partitions Ltd recognises that the management of fatigue is crucial in ensuring the health, safety, and wellbeing of all our staff.

Any employee must not commence or continue work if he or she is fatigued to such an extent that their condition may prejudice his or her safety, or the safety of others.

Managers will not plan work arrangements for personnel who are fatigued or are likely to become fatigued during the working period. Managers and supervisors are authorised to prevent any employee from commencing work or continuing to work if they believe the person is fatigued.

To contribute to improved safety performance through the control of fatigue limitations on hours worked will be applied.

Employees must: -

- Not work more than twelve hours in any one shift.
- Not work more than 72 hours in a calendar week.
- Have a minimum rest period of 12 hours between booking off and booking on for consecutive shifts.
- Not work more than thirteen shifts within any fourteen consecutive days.

Calculating the total hours and shifts worked must include the hours worked for another supplier and on all projects.

Travelling time will be limited to a maximum of one hour to and one hour from the work site where shifts are of 12-hour duration. Where travelling exceeds this the working hours will be adjusted accordingly.

Recording and monitoring will take place fortnightly weekly using timesheet/allocation sheet data. In instances where the above has been exceeded the Contracts Director will discuss this with the individual.

Exceedance of these hours in emergency situations shall only be permitted once the risk of fatigue has been assessed and an acceptable outcome achieved.

The implementation of this policy is the responsibility of the Managing Director, assisted by the Health & Safety Manager and other members of his management team.

This policy will be reviewed annually, when circumstances indicate a change is needed or when legislation is introduced that necessitates change.



Date of Issue: 01 November 2025

Signed

Date of Next Review November 2026

Issue 13 Nov 25