

Fatigue Management Policy

As part of Skillset's overall commitment to the Health and Safety of all employees, contractors and visitors, we are actively working together to prevent and manage risk associated with fatigue in the workplace.

Purpose

Skillset Limited ('Skillset') acknowledges its legal duty to ensure, so far as is reasonably practicable, that Workers and other persons at the workplace are not exposed to risks arising from the business or undertaking. Skillset aims to eliminate the risks, or if that is not reasonably practicable, minimise the risks so far as is reasonably practicable.

Workers also have responsibilities in connection with managing risks. Workers must comply with this policy as amended from time to time and any relevant Code of Practice including any relevant regulation and/or State or Territory Codes of Practice, as amended from time to time.

With these duties in mind, this policy endeavours to outline appropriate risk control measures that must be implemented at work by both Skillset and, where appropriate, Workers.

Commencement of Policy

This Policy will commence from 01/05/2017. It replaces all other Fatigue Management policies of Skillset (whether written or not).

Application of Policy

This Policy applies to workers (employees, agents, contractors (including temporary contractors as otherwise defined under WHS legislation) of Skillset, collectively referred to in this policy as workers.

This Policy is not limited to the workplace or work hours. This Policy extends to all functions and places that are work related. For example, work lunches, conferences, Christmas parties and client functions.

Objectives

The objectives of the Skillset Fatigue Management Policy are to:

- Ensure adequate opportunity is available for employees, contractors and visitors to gain sufficient rest before commencing work, through appropriate working time arrangement;
- Monitor and control working hours, including overtime, to provide time arrangements that do not require excessive periods of wakefulness;
- Use risk management processes to implement control strategies to address fatigue related risks within the workplace in consultation with the employees;
- Provide training and education for workers to gain an understanding of fatigue management;

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- Develop a culture of shared responsibility for fatigue management;
- Implement an appropriate employee assistance program to assist in managing fatigue;
- Promote a healthy lifestyle, both at work and at home;
- To review and ensure that the elements of this policy are effectively implemented.

Through the commitment to our Fatigue Management Policy, Skillset will continue towards its goal of providing a safe and healthy workplace for all employees, contractors and visitors.

This Policy applies to all sites where Skillset is performing work and covers all our activities and services.

Breach of this Policy

All Workers must comply with this Policy at all times. If a Workers breaches this Policy, they may be subjected to disciplinary action including termination of employment. Agents and contractors (including sub-contractors and temporary contractors) may have their contracts with Skillset terminated or not renewed.

Variations

Skillset reserves the right to vary, replace or terminate this policy from time to time.

Associated Documents

- *Fatigue Management Procedure*
- *Fatigue Management Checklist*

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