

Fatigue Management Policy

The Group

Effective Date: May 2026

Next Review Date: May 2027

Approved by: Alyssa Shoppee - RTW & Safety Manager

1. Purpose

All companies under the Group are committed to providing and maintaining a safe and healthy work environment for all workers, clients and visitors.

This Fatigue Management Policy outlines the responsibilities and requirements for managing fatigue risks for all employees under one or more of the companies under the Group working across on-hire, recruitment, professional services, customer service, mining, construction, trades, warehousing, logistics, manufacturing and other high-risk environments.

The purpose of this policy is to:

- minimise fatigue-related risks and incidents
 - ensure employees are fit for work
 - support workers health, safety and wellbeing
 - comply with applicable Work Health and Safety (WHS) legislation
 - promote safe systems of work across all companies under the Group operations and client sites
-

2. Scope

This policy applies to:

- all casual, temporary, on-hire and permanent employees
- contractors and subcontractors engaged by All companies under the Group where applicable
- office-based employees
- on-hire employees working at host client sites
- supervisors, managers, consultants and directors
- All companies under the Group - HOBAN Recruitment PTY LTD (ABN 88 052 201 313), Staff Solutions Bilingual (ABN 88 052 201 313), RED Appointments (ABN 35 138 057 510) Brexa Finance Shared Services Pty Ltd (ABN 25 006 776 343), and RED Appointments NT (ABN 83 153 591 586) and RAP2 (ABN 25 630 066 482), Kinetic (NZBN 9429030250765)

This policy applies during:

- ordinary working hours
- overtime
- shift work
- work-related travel
- client-directed training and inductions
- FIFO/DIDO arrangements where applicable

2. Definition of Fatigue

Fatigue is a state of mental and/or physical exhaustion that reduces a person's ability to perform work safely and effectively.

Fatigue can result from:

- inadequate sleep or poor-quality sleep
- long working hours or excessive overtime
- physically or mentally demanding work
- shift work or night work
- environmental conditions such as heat, noise or vibration
- long commuting times
- stress or personal circumstances
- medical conditions
- alcohol, drugs or medication

Fatigue may impair:

- concentration
 - reaction time
 - awareness
 - coordination
 - decision-making
 - judgement
 - communication
-

3. Fitness for Work

All employees are required to present fit for work at the commencement of each shift or workday.

A worker is considered fit for work when they are:

- physically capable of safely performing their duties
- mentally alert and able to work safely
- not impaired by fatigue, drugs, alcohol or illness
- able to comply with workplace and site safety requirements

If they believe they are not fit for work due to fatigue, employees must immediately notify:

- their manager, consultant or supervisor from the company under the Group
 - the host site supervisor where applicable
- .
-

4. Employee Responsibilities

Employees must:

- take reasonable care for their own health and safety and that of others
- obtain adequate rest prior to commencing work
- manage personal activities to minimise fatigue risks
- comply with rostered breaks and rest periods
- report symptoms or concerns relating to fatigue immediately
- stop work and notify supervision if fatigue creates an immediate safety risk
- comply with client and workplace fatigue management procedures
- disclose secondary employment where it may contribute to fatigue risk
- advise where medication or medical conditions may affect fitness for work

Employees must not:

- attend work while excessively fatigued
- work excessive hours that create an unsafe fatigue risk
- undertake duties while impaired by fatigue
- falsify hours worked or timesheets

5. All companies under the Group Responsibilities

All companies under the Group will, so far as is reasonably practicable:

- identify fatigue-related hazards and risks
- consult with workers and host clients regarding fatigue management
- provide information, instruction and training relating to fatigue
- monitor working hours and workloads where reasonably practicable
- support safe rostering and work scheduling practices
- investigate fatigue-related incidents, hazards and near misses
- implement reasonably practicable control measures to manage fatigue risks
- review fatigue-related risks as part of ongoing WHS management processes

Managers and supervisors are expected to:

- monitor workers for signs of fatigue
- intervene where fatigue risks are identified
- escalate fatigue concerns appropriately
- support employees in managing workload and fatigue risks

6. Host Employer Responsibilities

Where on-hired employees are placed with host employers, host employers are expected to:

- provide safe systems of work
- manage roster design and shift scheduling
- provide adequate rest breaks
- identify and manage fatigue-related hazards
- monitor working hours onsite
- notify the appropriate company under the Group of fatigue-related concerns involving on-hired employees.

All companies under the Group and host employers share WHS duties in relation to on-hired employees.

7. Working Hours and Fatigue Risk

The following factors may increase fatigue risk:

- shifts exceeding 12 hours
- excessive overtime
- consecutive night shifts
- insufficient breaks between shifts
- long travel or commuting times
- physically demanding tasks
- exposure to heat or high-risk environments
- multiple jobs or secondary employment
- extended periods of concentration or repetitive work

Where fatigue risks are identified, All companies under the Group and/or the host employer may:

- modify work duties
 - alter shifts or rosters
 - require additional breaks
 - temporarily remove a worker from duties
 - require medical clearance or medical assessment where appropriate
-

8. FIFO / DIDO Arrangements

Employees undertaking FIFO or DIDO work must:

- ensure they are adequately rested prior to travel
- comply with all client and site fatigue management requirements
- immediately report fatigue concerns
- not operate vehicles while fatigued

Employees are encouraged to:

- maintain healthy sleep habits
 - avoid unnecessary travel before shifts
 - manage personal activities to maximise rest opportunities
-

9. Drug, Alcohol and Medication

Employees must not attend work impaired by:

- alcohol
- illegal drugs
- misuse of prescription medication
- fatigue-inducing substances

Employees taking prescription or over-the-counter medication that may affect alertness, concentration or performance must notify the appropriate company under the Group and/or the host employer where required.

Drug and alcohol testing may be conducted in accordance with the group's **Drug and Alcohol Policy** or host site policies.

10. Reporting Fatigue

Employees must immediately report:

- excessive tiredness or exhaustion
- difficulty concentrating
- microsleeps
- fatigue-related hazards or near misses
- unsafe levels of fatigue

Reports will be treated seriously and managed appropriately.

No employee will be disadvantaged for reporting genuine fatigue concerns.

11. Fatigue-Related Incidents

All fatigue-related incidents, hazards and near misses must be:

- reported
- investigated
- documented
- reviewed to identify contributing factors and corrective actions

Corrective actions may include:

- roster review
- workload adjustment
- additional supervision

- training
 - procedural changes
-

12. Non-Compliance

Failure to comply with this policy may result in:

- removal from site
- disciplinary action
- termination of assignment or employment where appropriate

Serious breaches involving deliberate unsafe conduct may result in immediate removal from duties.

13. Consultation

All companies under the Group will consult, so far as is reasonably practicable, with:

- employees
- health and safety representatives
- supervisors and managers
- host employers

regarding fatigue hazards, risk controls and workplace safety matters.

14. Related Documents

- Work Health and Safety Policy
 - Fitness for Work Policy
 - Drug and Alcohol Policy
 - Incident Reporting Procedure
 - Return to Work Program/s
 - Code of Conduct
-

15. Policy Review

This policy will be reviewed periodically and following:

- legislative changes
- fatigue-related incidents
- operational or organisational changes
- identified WHS risks or trends