

FATIGUE MANAGEMENT STANDARD

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PURPOSE

The purpose of this standard is to provide the requirements for managing work fatigue associated with shiftwork, callouts, and hours of work at Hundseth Powerline Construction. This standard was developed to create a Safe and Healthy Environment for our employees.

SCOPE

This Policy applies to all divisions within Hundseth Power Line Construction herein to referred to as "Hundseth," "HPL" or the "Company."

DEFINITIONS

The following definitions apply to this standard:

Body Clock Reset: A period consisting of a minimum of 14 consecutive hours of rest.

Cumulative: the sum of the total hours worked in a 24-hour period.

Emergency Circumstances: A situation where there is an imminent risk of danger to a person, property or an employer's business that could not have been foreseen by the employer.

Fatigue: Is physical or mental exhaustion characterized by a lack of ability to perform at one's normal work capacity and/or a reduction in one's productivity.

Hours of Work: For the purpose of fatigue management control, hours of work means the continuous or cumulative time an employee is working, including meal or coffee breaks, within a 24-hour period.

Rest: For the purpose of fatigue management control, rest is defined as any time outside of the hours of work.

Shiftwork: The work performed primarily between the hours of five pm, and eight am and/or work performed by those working a rotating or another shift schedule.

Working Alone: is to work at a worksite as the only worker of the employer or contractor at the worksite, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency.

ROLES & RESPONSIBILITIES

All Employees

- Must be able to recognize and respond to the signs and symptoms that might impair the workers performance due to fatigue.
- Actively participate in Fatigue Management education training.

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- Promptly report any fatigue related concerns.
- Share driving responsibilities with another worker when driving for long periods of time.
- Report any individual medical or personal situations, which may influence fatigue.
- Ensure that they provide themselves with proper rest during time off.
- Identify personal stress and seek assistance if required.

Foreman/Supervisor

- Making corresponding changes to work requirements if signs of impairment due to fatigue are evident.
- Communicate all concerns to management and document corresponding changes.
- Ensure all employees under your direction understand the policy.
- Conduct tailboard meetings discussing fatigue and the policy.
- Promote the Fatigue Management Policy.
- Ensure tasks are performed in safe and healthy manner.
- Ensure that employees are paired up to create a buddy system when required to drive for long periods of time.
- Be aware of the possible risks associated with extended hours and/or consecutive days of work.
- Give workers as much notice as possible if extended hours are anticipated.
- Observe and record how individuals respond to extended hours.
- Recognize symptoms of fatigue.
- Get feedback from individual crewmembers and the crew.
- Take prompt action if a risk develops.
- Relay information to and from management and employees.
- Report any problems, concerns and/or issues.
- Not schedule or plan work for crews to work more than 12-days in a 14-day period.

Manager/ Vice President

- Ensure the Fatigue Management Standard is implemented throughout the company.
- Ensure all employees under your direction understand this standard.
- Provide the necessary information about fatigue.
- Provide instruction and training.
- Communicate employer expectations.
- Monitor the effects of extended work hours.
- Support employees who are experiencing concerns with fatigue.
- Assist and advise Supervisors.
- Investigate any problems and/or concerns.
- Inspect the workplace and review policy with employees.

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- Review the Fatigue Management Policy when required.
- Ensure that workers are provided with a minimum of eight hours off between shifts.
- Ensure workers do not work for more than 24-days consecutively.
- Schedule rest days.
- Not schedule or plan work for crews to work more than 12-days in a 14-day period.

Health, Safety, Environment & Training

- Ensure employees are trained on this Fatigue Management Standard
- Review the Fatigue Management Policy when required.
- Provide guidance on this Fatigue Management Standard.

FACTORS & RECOGNIZATION

Signs, Symptoms, Factors and Performance Impairments

Some of the possible physical signs and symptoms are as follows:

- Tiredness
- Sleepiness
- Irritability
- Depression
- Giddiness
- Loss of appetite
- Digestive problems
- An increased susceptibility to illness and agitation

Potential Impairments to Performance

- Slowed reactions - physical reaction speed and speed of thought
- Failure to respond - to stimuli, changes in the surroundings, information provided
- Incorrect actions - either physical or mental
- Flawed logic and judgment and an increase in memory errors, including forgetfulness.
- Decreased vigilance
- Reduced motivation
- Increased tendency for risk-taking

Factors Which May Have an Influence on Fatigue

- Time of day
- Temperature
- Working alone

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- Repetitive functions
- Physical inactivity
- Length and frequency of breaks
- Availability of food and water
- Duration of the extended hours/consecutive days
- Long periods of driving to and from remote work sites
- Days off
- Type of work
- Job stress
- Home stress
- Non-effective use of personal time

PROCEDURE

- Employees shall be monitored by the employees and reported to the Supervisor in advance of exceeding the limit.
- Major activities that could require additional resources shall be identified in advance, when and where possible.
- Hundseth shall ensure that employees are not scheduled (planned work) to work more than 12-days in a 14-day period.
 - One day rest at the beginning of the first 7-day period, work 12 days then one day rest at the end of the second 7-day period (six days worked in a 7-day periods) is permitted.
- Employees should ensure that the hours of work are less than 14-hours; if the hours of work are equal to or greater than 14-hours, then the fatigue management 3-day cycle will be triggered. See the “**Deviation Requirements**” section below for more information.
- Maximum hours of work shall not exceed 16-hours in a 24-hour period; the only exception is in emergency circumstances with an approved deviation by your Vice President.
- If the employee must deviate outside of the hours stipulated in the 3-day cycle (ex. Past 16-hours) they are required to use the “Deviation Requirements” section below.
- On-Call and Callouts (unforeseen work) will be managed using the 3-day cycle and will not be included in the 12-day maximum.
- Written consent from the Manager, Vice President or delegate must be provided to the Supervisor and crew entering fatigue prior to commencing work.
- The deviation plan must be reviewed with the Health, Safety, Environment and Training department prior to commencing work.
- A completed “HPL-FOR-HSET-509 Deviation from Safe Work” for must be completed for all deviations, including emergency work within 24 hours of the work being completed.

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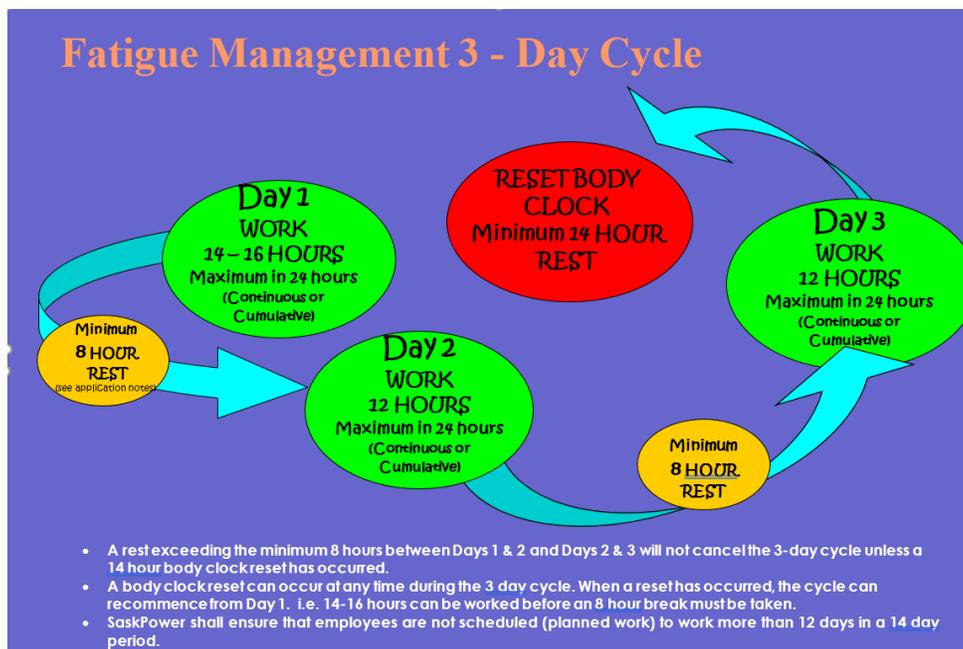
- If you must go into an 18-hour workday, you must have the Vice President or designate of Hundseth Powerline Construction and the Director or designate of the Customer sign off on the deviation form.
- Supervisors must go through the “HPL-FOR-HSET-508 Fatigue Self-Assessment Tool” on eCompliance with each employee working in the deviation and each employee must have a “100%” grade prior to commencing work. If an employee has a “66.67%” grade, fatigue risk controls must be put in place prior to commencing work. If an employee falls below “66.67%” grade work must halt immediately, and rested employees must be brought in to complete the work.

FATIGUE MANAGEMENT 3-DAY CYCLE

Day 1 – The cycle begins following 14-16 hours of work, continuous or cumulative, having occurred within a 24-hour period. At this point, a minimum 8-hour continuous rest shall be taken.

Day 2 – The second 24-hour period commences once the **Day 1** rest ends. A maximum of 12-hours, continuous or cumulative, can be worked during the second 24-hour period at which point a minimum 8-hour continuous rest shall be taken.

Day 3 – The third 24-hour period commenced once the **Day 2** rest ends. A maximum of 12-hours, continuous or cumulative, can be worked during the third 24-hour period at which point a body clock reset is required. A minimum 14-hour continuous rest shall be taken.



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Notes:

- If an employee is travelling outside of their normal headquarters to another location in the course of their employment, during or outside of the normal workday, then this time shall be included in their work hours for that day.
- All employees working additional hours beyond the normal workday (paid or unpaid) shall include these hours as part of their hours of work for the purposes of this Standard.
- Employees must never operate motor vehicles and/or heavy equipment while excessively fatigued.
- If an employee is **not** entitled to paid time for travel purposes, then on Day 1 the required rest shall be increased to 8 hours and 45 minutes. This increase is provided as a reasonable effort to provide employees with the opportunity to acquire 7 - 8 hours of sleep to promote healthy living.
- The increase of 45 minutes shall not to be added to the required rest on Day 2 or Day 3 as the decrease in maximum hours of work within the 24-hour period on these days provides reasonable time to acquire 7 - 8 hours of sleep.
- A body-clock reset can occur at any time during the 3-day cycle. When a reset has occurred, the cycle recommences from Day 1.
- All employees who go into unauthorized fatigue management, meaning that the additional hours worked were not approved by a Manager or Vice President of Hundseth Powerline Construction; will be disciplined accordingly as per the HPL Progressive Discipline Levels Policy. As per the policy, Management reserves the right to advance discipline to a higher level that fits the violation.

DEVIATION REQUIREMENTS

In emergency circumstances:

- Managers or a Vice President may authorize a deviation from the Fatigue Management Standard, which shall be documented as per the Deviation from Safe Work Standard on the Deviation From Safe Work Form.
 - Authorization shall be provided by the Manager (or the designated Manager) for any work between 16 and 18 hours on Day 1 (12-14 hours on Day 2 and/or 3). A documented Deviation from Safe Work Procedure Form is required. This includes a hazard/aspect and risk assessment (HARA) and mitigation plan to protect worker safety.
 - Authorization shall be provided by the Vice President (or designate) & the Customers Director (or designate):
 - for any work exceeding 18-hours on Day 1 (exceeding 14-hours on Day 2 and/or 3).

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- Extenuating circumstances which may exceed the 12-day maximum may require a deviation for planned work.

A documented Deviation from Safe Work Procedure Form is required. This includes a hazard/aspect and risk assessment (HARA) and mitigation plan to protect worker safety.

- **Copies of all Deviation from Safe Work Forms shall be sent to Health, Safety, Environment and Training department for review prior to commencing work.**
- Regular work schedule arrangements that deviate from the Fatigue Management Standard and the legislation require approval from the Department of Labour Relations and Workplace Safety. This shall be initiated and applied for by the Manager and Director through the People & Organizational Culture department. Copies of all approved permits from the Department of Labour Relations and Workplace Safety shall be sent to Health, Safety, Environment and Training department.
- The Manager or Director of the Customer must also sign off accepting the deviation in work on the deviation form.

MITIGATION

Controls to mitigate the hazard of fatigue may include but are not limited to:

- Inform all workers of the Fatigue Management Policy
- Ensure that workers are always provided with a minimum of eight hours off between shifts
- Ensure that workers do not work for more than 24 days consecutively
- Ensure that employees understand that the effect of fatigue can be compounded by the abuse of alcohol, poor diet, lack of exercise, personal problems, depression, lack of sleep or sickness
- Utilize a buddy system when employees are required to drive for long periods of time to ensure driving responsibilities are shared
- Ensure that fatigue is accounted for in project and daily planning
- Minimize extended hours of work when possible
- Schedule rest days
- Assess and control hazards and risks
- Provide an honest, open, and healthy work environment
- Provide information and assistance
- Recognize individual and crew fatigue
- Give as much advance notice of extended hours as possible
- Define whether the work is urgent or not
- Ensure that employees have access to food and water
- Take periodic breaks to minimize fatigue and increase mental fitness
- Provide employees with options such as transfers, job sharing, etc.
- Solicit short-term help to minimize the need for extended hours
- Have employees rotate and perform various functions of short duration during extended hours

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- Perform complex tasks earlier in the shift, if possible
- Account for employees returning from sickness, absences and/or modified work
- In conjunction with employees, identify health problems which may affect an employee's ability to work extended hours (i.e., diabetes)
- Be flexible and supportive when dealing with an employee with problems at home
- Consider travel time to and from work
- provisions for rest or sleep and following the Fatigue Management 3-day cycle when triggered.

TRAINING

All Hundseth Powerline Construction workers shall be provided awareness on the effects of fatigue and how to eliminate or reduce the hazards. All employees shall be informed on this Fatigue Management Standard.

Shift workers shall be trained about the nature and extent of the risks of shiftwork and how to eliminate or reduce them. Information shall include:

- How to recognize the symptoms of poor health that may be related to shift work.
- How to control shiftwork hazards and the workplace factors that can be used.
- How they can minimize the effects of shiftwork on themselves.

Shift workers shall participate in awareness sessions on a regular basis, as determined by their Manager.

REFERENCES

- The Saskatchewan Employment Act
- The Occupational Health and Safety Regulations
- The Commercial Vehicles Hours of Service Regulations
- SaskPower Fatigue Management Standard
- HPL-FOR-HSET-508 Fatigue Self-Assessment Tool
- HPL-APR-HSET-402 Deviation from Safe Work
- HPL-FOR-HSET-509 Deviation from Safe Work