



FATIGUE AT WORK

EMPLOYER TOOLKIT



Who's responsible for managing fatigue?

We ALL are. Both the company and the employee share the responsibility for reducing fatigue in the workplace.

As your employer, we strive to:

- Create schedules and practices that provide employees with time to get proper rest
- Work to find a solution if you report that you are too fatigued to do your job safely

As an employee, you should:

- Plan personal time wisely so you get 7 – 9 hours of sleep every day and report to work fit for duty
- Watch out for co-workers who seem too tired to work
- Tell your supervisor if you are too tired to perform your job safely



5 Minute
Safety
Talk

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Managing Fatigue Together

Fatigue is not only bad for your health, it can cause very real hazards in our workplace. Studies have shown that tired employees may be responsible for up to 13% of workplace injuries. We should not consider lack of rest and minimal sleep to be badges of honor. Managers and employees can work together to keep us all safe and productive.

TIME TO REST AND RECHARGE

The company has a goal of creating schedules and practices that provide our employees with enough time to get proper rest. We know you need that time to get back and forth from work safely, to help maintain your household and your relationships, and to prioritize 7 to 9 hours of restful sleep every day.

REPORTING FATIGUE DURING WORK HOURS

You should report fatigue-related issues to your supervisor. If you do not feel that you are alert enough to perform your duties safely, you need to tell a supervisor. You will not be punished for reporting your fatigue. If you feel a worker is too tired to perform their job safely, suggest they speak with their supervisor. Our primary concern is safety. The solution may be as simple as a rest break or switching to a different task. Your health and safety are important to us and we will work with you in good faith.

REPORTING TO WORK READY FOR DUTY

Part of the shared responsibility of managing workplace fatigue lies with you. In your time away from work, you need to schedule time for sleep, 7 to 9 hours a day, to restore your energy and mental alertness. Certain medical conditions may impact your ability to get enough good-quality sleep. If you suffer from insomnia or obstructive sleep apnea, talk to your doctor about what you can do to treat those conditions.

Customize this section to discuss the fatigue-mitigating actions the company is taking. Some examples are:

- *Forward-rotating shifts*
- *Scheduling regular rest breaks and ensuring they are taken*
- *Regulating environmental temperature and lighting*
- *When possible, limiting unpredictable scheduling*
- *Scheduling a minimum of 12 hours off between shifts to allow for personal life and restful sleep*
- *Health care benefits for obstructive sleep apnea and other sleep disorders*

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With this safety talk and other materials that are part of our fatigue risk management system, the company is educating you on how to get restful sleep, and how to manage aspects of your life and work that may be causing fatigue.

This company's most important asset is you, the employees that make our company run. If there are workplace practices that are contributing to fatigue, talk to your supervisor. If you see co-workers who look too tired to be doing their jobs safely, talk to them about their safety.

We need to look out for each other so we all stay safe. Managing fatigue is everyone's responsibility.



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Checklist: Signs and Symptoms of Fatigue

People can have difficulty recognizing their impairment due to fatigue. Review the following checklist to determine if you may be fatigued.

Effects of Fatigue

How many of these fatigue effects are true for you?

- Difficulty concentrating or thinking clearly
- Misunderstanding communications
- Making errors or missing things
- Poor attention to detail
- Slow decision making
- Slow reaction time
- Feeling tired or like you don't care
- Taking extra effort to get normal things done

Sleep History

Even one of these sleep disturbances can cause fatigue.

- Getting less sleep than I need to feel rested
- Having trouble getting to sleep or staying asleep
- Unusual timing of sleep
- Getting too little sleep several days in a row, building up sleep debt
- Being awake more than 16 hours

Fatigue is an impairment that can put your safety and the safety of those around you at risk. If you feel impaired due to fatigue, talk to your supervisor about taking a rest break, changing to a different task or adjusting your work schedule.