	CARDINAL SURVEYS COMPANY Safety Management System	Doc No:	FM
		Initial Issue Date	JAN 1995
FATIGUE MANAGEMENT		Revision Date:	Initial Version
		Revision No.	02
		Next Revision Date:	N/A
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Preparation: Safety Mgr	Authority: President	Issuing Dept: Safety	

Purpose

To ensure our employees recognize to effect of fatigue as related to safely being able to perform work and to establish guidelines for work hours and equipment to reduce fatigue in our business and at our client locations.

Scope

This program applies to all CARDINAL SURVEYS COMPANY projects and operations.

Policy

The guiding principles of fatigue management shall be incorporated into the normal management functions of the business and include the following:

- Employees must be in a fit state to undertake work
- Employees must be fit to complete work
- Employees must take minimum periods of rest to safely perform their work

These principles will be managed through:

- The appropriate planning of work tasks, including driving, vehicle and equipment maintenance, loading and unloading and other job related duties and processes
- Providing appropriate equipment to help reduce stress and fatigue
- Regular medical checkups and monitoring of health issues as required by legislation
- The provision of appropriate sleeping accommodations where required
- Ongoing training and awareness of employee health and fatigue issues

Key Responsibilities

CARDINAL SURVEYS COMPANY Management


- Management accepts responsibility for the implementation of this fatigue management policy.

Site Manager

- Responsible for the implementation and maintenance of this program for their site and ensuring all assets are made available for compliance with the program.

Employees

- Employees must present in a fit state free from alcohol and drugs;
- Employees must not chronically use over-the-counter or prescription drugs to increase mental alertness.
- Employees are prohibited from taking any substance known to increase fatigue in that employee, including fatigue that sets in after the effects of the drug wear off.
- Workers shall report tiredness/fatigue to supervision and supervisors shall take appropriate action to assist the worker.

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- Employees must report fatigue/tiredness and lack of mental acuity to supervision. Supervision must take appropriate actions to prevent loss.
- Employees need to be rested prior to starting work.
- Employees need to monitor their own performance and take regular periods of rest to avoid continuing work when tired.

Work Hour Limitations

CARDINAL SURVEYS COMPANY has set the following work hour limitations and will control job rotation schedules to control fatigue, allow for sufficient sleep and to increase mental fitness.

1. Every Employee shall have necessary work breaks in order to avoid fatigue. These scheduled breaks will apply to both driving and on site hours. The following shall be a minimum:
 - 15 Minutes each 2.5 hours
 - 30 Minutes after 5 Hours
 - 30 Minutes after 10 Hours
2. No Workers shall work more than:
 - 12 hours per day
 - 24 Days Continuous
3. Unfamiliar or irregular work should be avoided.

Equipment and Evaluation

CARDINAL SURVEYS COMPANY will provide equipment such as anti-fatigue mats for standing, lift assist devices for repetitive lifting and other ergonomic devices as deemed appropriate, chairs for workers to sit periodically and will provide periodic rest breaks for personnel. CARDINAL SURVEYS COMPANY will also periodically analyze and evaluate work tasks to control fatigue.

Training

CARDINAL SURVEYS COMPANY is committed to ensuring that all employees are competent to perform their tasks including:

- Fatigue management and health issues.
- CARDINAL SURVEYS COMPANY will provide initial and annual training on how to recognize fatigue, how to control fatigue through appropriate work and personal habits and reporting of fatigue to supervision.

A record of individual fatigues training and competency will be maintained.