



5 Minute
Safety
Talk

FATIGUE AT WORK

EMPLOYER TOOLKIT



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*

(continued on back)



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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.