Fatigue Management Policy

Policy Statement
Workforce International Group (WIG) is committed to providing and maintaining a working environment that is safe for all employees, clients, contractors and others. Managing and minimising employee fatigue at work is considered a major factor in achieving this goal. The intention is to promote a "fit for work" culture where all employees recognise the health and safety risks of fatigue.

Definitions
Fatigue is a subjective experience that results from a lack of sufficient restorative sleep and/or quality sleep. Signs and symptoms of fatigue include: ***excessive yawning, chronic tiredness or sleepiness, headache, dizziness, sore or aching muscles, muscle weakness, slowed reflexes and responses, impaired decision making and judgement, moodiness and irritability.***

- **Work Related Fatigue:** may be induced by the work environment, the work tasks or sleep patterns.
- **Non-Work Related Fatigue:** may result from non-work activities and lifestyle.

Responsibilities
Each WIG employee or contractor is responsible for ensuring that they recognise signs of fatigue and the impact on themselves and others and report immediately to their supervisor or manager when fatigue and lack of sleep are impacting on their individual well being and workplace safety.

WIG managers and supervisors are responsible for ensuring that each employee or contractor is not adversely affected by rostering arrangements or work assignments that may cause unacceptable levels of fatigue. Managers and supervisors must also understand that employees have a need to balance the competing requirements of their job with their social and domestic responsibilities outside of work.

WIG employees and contractors are responsible for utilising breaks provided within and between shifts to rest and recuperate. Employees must also understand the implications of voluntarily seeking additional work, including secondary employment that might have the potential to increase risks to themselves and others while at work and outside of the workplace.

Self reporting and Compliance
All employees are responsible to present for work fit for duty. Any employee who believes they are unfit for work due to fatigue, either caused by their existing work roster or from difficulty managing their activities or lifestyle, must self identify and report immediately to their manager or supervisor. Employees who self identify are to take sick leave for that shift if applicable. If the need to self identify occurs frequently (e.g. two or more times in a month), the employee must discuss their difficulties with their WIG manager or supervisor to identify any potential roster problems, the possible need to seek professional advice on contributory medical problems or on the management of their social life or family responsibilities.

Absence Management Policy and Leave Policy
Absences due to fatigue will be addressed in accordance with company policy and in consultation with the employee, manager and if applicable the client. The manager or supervisor will discuss with the employee any issues, which have affected and may further affect their attendance. This provides an opportunity to discuss any issues relating to fatigue, rostering and other external factors. If required, a management plan will be developed and documented in a formal letter.

Compliance with Client Policies and Procedures
All WIG employees and contractors are required to comply with all applicable client or host organisation Health and Safety Policies and Procedures, including Fatigue Management Policies, when working for client or host organisations.

Chief Executive Officer – March 2026

WORKFORCE ROAD SERVICES

ISO 45001 certified Equal Assurance ISO 9001 certified Equal Assurance ISO 14001 certified Equal Assurance

TRAFFIC GROUP AUSTRALIA