



Fatigue Management Policy

Centre for Heart Lung Innovation Safety Team	Policy No: HLI-003	Approval Date: Issued: May 21, 2019 (new) Last Revision:
	Responsible: Director, Safety Team and Human Resources	
Title: <p style="text-align: center;">Fatigue Management Policy</p>		
Purpose & Scope: Purpose The purpose of the Centre for Heart Lung Innovation (HLI) Fatigue Management Policy Program is to establish the requirements for managing fatigue. It is intended that this policy will reduce the risk of fatigue-related injuries and incidents in the workplace. Scope This policy applies to all HLI employees (faculty, staff, and paid students) staff—especially those whose work involves shift work, extended hours and on-call arrangements.		
Related Policies: WorkSafeBC: Occupational Health and Safety Regulation: Impairment; 4.19 & 4.20.		

DEFINITIONS

EFAP (Employee and Family Assistance Program): a confidential and voluntary counselling support service that provides you and your family with the help you need to resolve a wide range of personal, work, health or life issues. Expert information and immediate support resources are available in-person and by phone, video, web or mobile app. UBC's EFAP is provided by Shepell, the largest provider of EFAP services in Canada and a leading provider of workplace learning and development solutions. It should not be used for counselling relating to an injury that is the subject of a workers' compensation claim or as post-incident counselling following a traumatic incident in the workplace. Refer to the EFAP policy for further details.

Extended hours: Hours that are an extension of the standard working week, as a result of overtime, on-call arrangements or secondary employment.

Fatigue: A mental or physical exhaustion that prevents a person from functioning normally. In the work environment this can mean that a person is also unable to function safely. It has many causes, but is usually related to inadequate restorative sleep.

Restorative sleep: The process by which the body overcomes fatigue. It involves cycles of deep sleep that allow a person to recuperate and wake up refreshed.

Shift work: Work performed outside the hours between 0600 and 1800 hours, Monday to Friday.

Sleep cycles: Sleep cycles are determined by the body's natural biological rhythms (also known as circadian rhythms or the "body clock"), which are repeated every 24 hours. As well as regulating sleep cycles, biological rhythms also regulate body temperature, digestion, and hormone levels.

POLICY STATEMENT

The Centre for Heart Lung Innovation (HLI) is committed to providing and maintaining safe systems of work for all its workers, including those whose work involves shift work, extended hours, or on-call arrangements.

HLI's operations are sometimes undertaken outside ordinary working hours. Activities such as cell culturing, time-point experiments and receiving live tissue donations often involve shift work, extended hours, and on-call arrangements. These working arrangements may contribute to fatigue if not managed appropriately.

Fatigue can be caused by both work and non-work related factors. Non-work factors include family responsibilities, social activities, health issues – such as sleep disorders – study commitments, and sporting commitments. Work factors include shift work – especially night shift – and working extended hours.

While everyone doesn't respond to fatigue in the same way, fatigue can cause reduced concentration, impaired coordination, compromised judgement, and slower reaction times, which ultimately increase the risk of incidents and injuries.

RESPONSIBILITIES

Managers and workers of HLI have a responsibility to ensure that fatigue does not impact the safety, health and well-being of themselves and others.

Managers and supervisors are responsible for:

- Applying risk management in consultation with staff and in accordance with the fatigue risk management system.
- Ensuring systems of work that minimize the risk of fatigue – for example, reasonable rosters, reasonable overtime practices and adequate recuperation between shifts.
- Providing opportunities for workers to obtain adequate rest from work.
- Monitoring workloads, work patterns and rostering arrangements to ensure workers are not placed at risk from fatigue.

- Consulting with workers when introducing shift work or new rostering systems.
- Providing information, instruction and training about risks to health, safety or welfare of workers involved with shift work, extended hours and on-call arrangements.
- Ensuring workers performing shift work are properly supervised and that tasks are undertaken safely.
- Referring workers with non-work fatigue related issues to the EFAP.
- Not knowingly permit a person to remain at any workplace while the person's ability to work is affected by fatigue so as to endanger the person or anyone else.

Workers are responsible for:

- Participating in risk management processes.
- Participating in education and training to gain an understanding of fatigue.
- Informing his or her supervisor of any impairment, including fatigue, which may affect the worker's ability to safely perform assigned work.
- Not knowingly do work where any impairment, including fatigue, may create an undue risk to the worker or anyone else.

RESULTS OF BREACHES OF POLICY

Breaches of this policy and/or any of its associated procedures may result in disciplinary action being initiated in accordance with HLI's Code of Conduct.