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Approved By	Brendan McKenna
Position	Director
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Purpose

Brendan McKenna Earthmoving is committed to providing a safe and healthy workplace by identifying, assessing and controlling fatigue-related risks that may affect workers, contractors and others.

This procedure establishes the requirements for managing fatigue-related risks and supports compliance with the Work Health and Safety Act 2011 (Qld), Work Health and Safety Regulation 2011 (Qld) and Brendan McKenna Earthmoving's Integrated Management System (IMS).

Scope

This procedure applies to all employees, contractors and visitors undertaking work on behalf of Brendan McKenna Earthmoving.

This includes fatigue risks associated with:

- Civil construction activities.
- Earthmoving operations.
- Forestry and environmental works.
- Remote and isolated work.
- Extended work hours.
- Heavy vehicle operations where applicable.

Additional Heavy Vehicle National Law (HVNL) requirements apply to workers operating heavy vehicles where applicable.

Responsibilities

Role	Responsibilities
Director	Ensure adequate resources and systems are available to effectively manage fatigue-related risks.
Operations Manager	Plan work activities and schedules to minimise fatigue risks and ensure workers are fit for work.
Supervisors	Monitor workers for signs of fatigue and implement appropriate controls where required.
Health & Safety Representative (HSR)	Assist with worker consultation, reporting and continual improvement of fatigue management controls.
Employees / Contractors	Present fit for work, manage personal fatigue and immediately report fatigue concerns.

Procedure

Brendan McKenna Earthmoving recognises fatigue as a workplace hazard that shall be identified, assessed and controlled in the same manner as any other workplace risk.

1. Identify Fatigue Risks

Fatigue-related hazards shall be identified before and during work activities.

This shall include:

- Extended work hours and consecutive shifts.
- Insufficient sleep or poor-quality sleep.
- Physically demanding work activities.
- Remote and isolated work.
- Prolonged driving and travel requirements.
- Extreme weather conditions.
- Personal factors that may affect fitness for work.

2. Assess Fitness for Work

Workers shall assess their fitness for work prior to commencing duties and throughout the workday.

This shall include:

- Confirming they are fit to safely perform allocated duties.
- Advising their Supervisor of fatigue concerns.
- Completing a Take 5 assessment where changing conditions may increase fatigue risks.
- Reviewing workload, travel requirements and environmental conditions.
- Not undertaking work activities where fatigue may create an unacceptable risk.

Supervisors may remove workers from duties where fatigue presents a risk to health and safety.

3. Implement Fatigue Controls

Appropriate controls shall be implemented to minimise fatigue risks.

This shall include:

- Suitable work schedules and workload planning.
- Adequate rest breaks and recovery periods.
- Task rotation where practical.
- Hydration and weather management controls.
- Accommodation arrangements where required.
- Journey planning for remote work and travel activities.

4. Monitor and Manage Fatigue Events

Workers and Supervisors shall monitor for signs of fatigue and take appropriate action where concerns are identified.

This shall include:

- Monitoring for reduced concentration, slowed reaction times, poor decision making, excessive yawning, irritability or reduced alertness.
- Reporting fatigue concerns immediately.
- Providing additional rest breaks where required.
- Reassigning duties or adjusting work schedules where appropriate.
- Ceasing work activities where fatigue creates an unacceptable risk.
- Arranging suitable transport or accommodation where a worker is not fit to drive or operate plant and equipment safely.

5. Review and Improve Controls

Fatigue-related incidents, hazards, near misses and reported concerns shall be reviewed to support continual improvement.

This shall include:

- Investigating fatigue-related incidents and hazards.
- Reviewing recurring fatigue risks and trends.
- Updating Risk Assessments, Take 5 controls, SWMS and procedures where required.
- Discussing lessons learned during toolbox talks and safety meetings.
- Recording corrective actions within the Incident / NCR / Corrective Action Register where applicable.

Records

The following records may be retained where relevant to fatigue management activities.

Record	Responsibility	Retention Location
Incident Reports	Supervisors	Incident Records
Hazard Reports	Employees / Supervisors	Incident Records
Fatigue Reports	Supervisors	Incident Records
Training and Toolbox Talk Records	Operations Manager	Training & Competency Register
Corrective Actions	Operations Manager	Incident / NCR / Corrective Action Register

Related Information

- HS-PR-001 Risk Assessment Procedure
- HS-PR-003 Personal Risk Assessment (Take 5) Procedure
- HS-PR-005 Incident Investigation & Reporting Procedure
- OP-PR-020 Working Alone Procedure
- Training & Competency Register
- Incident / NCR / Corrective Action Register
- MCK Group App
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)
- NHVAS Maintenance Management System Requirements (where applicable)
- Heavy Vehicle National Law (where applicable)

Review and Revision

This procedure shall be reviewed every two years or earlier following legislative changes, incidents, audit findings, organisational changes or identified improvement opportunities.