



# FATIGUE MANAGEMENT POLICY

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The purpose of this policy is to define the limits of Hours Worked and Rosters.

Where risk to Safety and Health is increased through hours of work arrangements, both Employees and Employers shall take any necessary steps to address them.

This joint responsibility needs to be appreciated if Cava Group of Companies is to function in a safe and healthy working environment and should cooperate to achieve this objective.

## MANAGEMENT RESPONSIBILITIES

- Scheduled hours of work to consider the needs, commitments and responsibilities for all employees who are trying to balance work and other work-related activities
- Roster schedule to consider the need for adequate blocks of rest days to number of days worked to allow for recovery
- Management shall ensure that shift lengths are monitored and do not present fatigue risk
- Provision shall be made on all shifts for appropriate rest breaks during and between shifts. Where possible, shifts shall not exceed 12 hours work duration on a regular or repetitive basis
- Management shall ensure that roster cycles are monitored and reviewed to allow sufficient rest for workers, and use 14 working shifts as a maximum where possible
- Rosters or requirements in excess of 14 days shall be risk assessed and approved by the Director or approved delegate.
- A system to monitor shifts completed and trigger rest days shall be developed and followed
- Where practical, schedule complex tasks to be undertaken during the day or where applicable to allow sufficient rest.

## EMPLOYEE'S RESPONSIBILITIES

- To present for work in a fit and able condition
- To regularly self-assess level of fatigue and fitness for work
- To ensure that they are not in a fatigued state before commencing work
- To ensure that activities outside of working hours do not compromise their ability to carry out their work duties without risk to their own or to other employee's safety.
- Immediately notify their supervisor in the event of feeling fatigued to operate safely

**Mick Tully**  
**Director**

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