



Policies, regulations and procedures

PR-010

Staff Fatigue Management in British-Columbia

April 2020

Scope

This procedure applies to all staff within SIRIUSMEDx, including all the instructors, medical personnel and managers.

Purpose

The purpose of this procedure is to outline SIRIUSMEDx's expectation regarding fatigue management, and to help prevent and manage risk associated with fatigue.

Fatigue Signs and Symptoms

Staff who present three or more signs and symptoms of fatigue (which may include but are not limited to those listed below) may be experiencing fatigue-related impairment	
<u>Physical signs may include:</u>	
<ul style="list-style-type: none">- Excessive yawning- Lack of energy- Heavy eyelids- Eye-rubbing- Head drooping- Micro sleeps	
Could also experience symptoms such as: drowsiness, headaches, dizziness, blurred vision or impaired visual perception.	
<u>Mental signs may include:</u>	
<ul style="list-style-type: none">- Difficulty concentrating on tasks- Lapses in attention- Difficulty remembering- Failure to communicate important information- Failure to anticipate events or actions- Making accidental errors<	
<u>Emotional signs may include:</u>	
<ul style="list-style-type: none">- Quiet or withdrawn- Lacking in motivation to do the task well- Irritable or grumpy- Emotional outburst- Aggression/rage	

Laws and Regulations

- ✓ Employment Standards Act, *RSBC chapter 113*

Art. 36 (1) An employer must either

- (a) Ensure that an employee has at least 32 consecutive hours free from work each week, or
- (b) Pay an employee 1 ½ times the regular wage for time worked by the employee during the 32 hours period the employee would otherwise be entitled to have free from work.

(2) An employer must ensure that each employee has at least 8 consecutive hours free from work between each shift worked

(3) Subsection (2) does not apply in an emergency

Art. 39 Despite any provision of this Part, an employer must not require or directly or indirectly allow an employee to work excessive hours or hours detrimental to the employee's health or safety

- ✓ Workers Compensation Act, *RSBC chapter 492*

Art. 115 (1) Every employer must

- (a) Ensure the health and safety of
 - (i) all workers working for that employer, and
 - (ii) any other workers present at a workplace at which that employer's work is being carried out, and
- (b) comply with this Part, the regulations and any applicable orders.

Role and Responsibilities of the Employer and Managers

- ❖ Ensure staff are educated about the impacts of fatigue
- ❖ Ensure all staff for which they are responsible are familiar with the different policies, regulations and procedures regarding the Occupational Health and Safety
- ❖ Ensure staff feel comfortable disclosing fatigue without fear of repercussion
- ❖ Include consideration of worker fatigue as part of the work planning process
- ❖ Recognize fatigue as a workplace hazard and utilize this procedure in identifying possible signs of fatigue and taking steps to reduce risk
- ❖ Consider fatigue issues when scheduling shifts and/or assigning work

- ❖ Guide direct reports on hazards associated with fatigue and ways of reducing fatigue
- ❖ Encourage staff to report any concerns they may have about work-related fatigue
- ❖ Monitor worker fitness for duty
- ❖ Utilize Individual Fatigue Assessments as required

Role and Responsibilities of the Employees

- ✓ Arrive at work fit for duty, and remain fit for duty
- ✓ Advise their supervisor if they are unfit for duty
- ✓ Comply with the policies, regulations and procedures regarding Occupation Health and Safety
- ✓ Take accountability for their own health and safety, as well as the health and safety of others in the workplace as it relates to fatigue, including without limitation to stop work/intervene if a co-worker is displaying signs or symptoms of fatigue
- ✓ Report to their supervisor any concerns related to their own or a co-worker's fatigue, as well as all fatigue-related incidents
- ✓ Cooperate fully with actions taken to ensure compliance with this procedure

Fatigue Assessment

Self-Assessment

A self-assessment can be conducted independently, in consultation with a colleague or with a supervisor using the Individual Fatigue Assessment. The score is an aid in determining existence of fatigue and appropriate controls but is not determinative. Staff should report potential fatigue to their supervisors, as they would with any workplace hazard, regardless of the score.

Supervisor-Assessment

An assessment using the Individual Fatigue Assessment should be conducted by the worker's supervisor if any of the following conditions apply:

- Self-disclosure: Worker self discloses that they are fatigued and are having difficulty performing work related activities

- Third person identification: Supervisor suspects that worker is potentially fatigued based on signs/symptoms observed, and/or colleague suspects that worker is potentially fatigued, and supervisor concurs

The Individual Fatigue Assessment is an aid in determining existence of fatigue and appropriate controls but is not determinative. A worker may still be fatigued, regardless of the score. If a supervisor needs further assistance in assessing worker fatigue, they can contact the director responsible of the OH&S.

Individual Fatigue Assessment

INDIVIDUAL FATIGUE ASSESSMENT					
Step 1 : Sleep in priori 24H					
Sleep	≤ 2h	3h	4h	5h +	
Points	12	8	4	0	
Step 2 : Sleep in prior 48H					
Sleep	≤ 8h	9h	10h	11h	12h +
Points	8	6	4	2	0
Step 3 : Hours awake since last sleep					
Add one point per hour awake greater than sleep in Step 2					
Step 4 : Add all points together to determine your score					
SCORE	CONTROL STRATEGIES				
1-4	Continue with your normal work activities. Self-monitor and implement personal fatigue countermeasures if necessary.				
5-8	Notify your supervisor If your supervisor is unavailable, have a discussion with you colleagues and implement suitable Controls. If your conditions deteriorate, do not perform any medium or very high-risk work until you have a meeting with your supervisor and have determined a path forward.				
9 +	Report to your supervisor NB: Supervisor may call the director responsible of OH&S				

Fatigue Control Strategies

Fatigue control is a share responsibility between staff and managers. Where possible, fatigue control strategies should be employed by staff and supervisors to minimize risks associated with fatigue. Control strategies for staff and supervisors may include:

- ✓ Getting adequate sleep
- ✓ Staying hydrated
- ✓ Taking adequate breaks
- ✓ Effectively managing overtime, shift swapping and on call duties
- ✓ Consider adjusting a worker's start and/or end time if they have previously worked and extended shift due to call-out, emergency...
- ✓ Scheduling complex tasks to be performed on day shift, if possible
- ✓ Enforcing controls and procedures if performing moderate to very high-risk work during periods of high fatigue
- ✓ Increasing supervision during periods of low alertness, especially when workers are completing moderate to very high-risk work
- ✓ Considering job rotation strategies, and scheduling strategies (including time of day), for repetitive or monotonous work, or work that involves heavy physical exertion
- ✓ Stopping work when the activities are unsafe due to fatigue