1.0 Purpose
   • To minimize the risk of incidents resulting from fatigue by defining and regulating the maximum allowable work hours per shift and the maximum allowable number of consecutive shifts worked without adequate rest periods.

2.0 Scope
   • This Fatigue Management Program is intended for use by company operations both in business units and project operations.

Responsibilities
2.1 Management
   • Assure that adequate fatigue management policies and procedures are in place to minimize the risk of incidents resulting from fatigue.
   • Analyze work tasks and/or schedules that affect workers' amount, timing, and quality of sleep each day, amount of time since last sleep period, time of day, and workload and time on task.
   • Periodically assess the effectiveness of the program and continuously improve the plan to close any gaps.

2.2 Supervision
   • Responsible for the implementation and maintenance of this program for their sites.
   • Implementing controls to limit worker fatigue including limiting hours worked, job rotation schedules, frequent rest breaks, and adjusting the work environment such as lighting, temperature, and physical surroundings.

2.3 Employees
   • Employees are prohibited from taking any substance known to increase fatigue, including fatigue that sets in after the effects of the drug wear off.
   • Employees shall report fatigue to supervision and supervisors shall take appropriate action to assist the employees.

3.0 Work Hour Limitations
   • Maximum normal work period is 10 to 12 hours per day.
   • Maximum normal consecutive workdays are 14.
   • 12 to 14 hours may be worked by request of client with no additional approval required.
   • 14 to 16 hours may be worked by request of client with approval from the Ardent Local Business Unit Operations Manager.
   • Ardent employees may not exceed 16 hours unless requested to do so by client in cases of emergency situations only and must be approved by the Vice-President of the operating center along with the Corporate Safety Director.
• Maximum number of 14 days worked may be exceeded up to 21 days by request of client with approval from the local business unit operations manager.
• All requests to exceed 21 consecutive days must be requested by the client and authorized by the Vice President of Operations and the Corporate Safety Director.
• All requests and approvals to exceed maximum allowable hours worked and/or number of consecutive days worked must be documented to include the name of the client representative making the request, the reason for the request, and the management approvals.
• Maximum allowable hours worked, and consecutive days worked may not be exceeded without proper approvals and documentation.
• Client-specific requirements may supersede this program if the requirement is more stringent.
• Every Employee shall have necessary work breaks to avoid fatigue. These scheduled breaks will apply to both driving and on-site hours. The following shall be a minimum:
  o 15 Minutes every 2.5 hours
  o 30 Minutes after 5 Hours
  o 30 Minutes after 10 Hours
• A minimum of eight hours of undisturbed, off-duty rest must be provided to each employee following each shift.
• Additional hours and/or days off may be permitted or required by the client, site supervision, and the local business unit operations manager as deemed necessary.

4.0 Ergonomic Equipment and Work Task Analysis
• Ergonomic equipment will be used to improve workstation conditions such as anti-fatigue mats for standing, lift assist devices for repetitive lifting, proper lighting and control of temperature, and other ergonomic devices as deemed appropriate.
• Work tasks to control fatigue will be analyzed and evaluated periodically.

5.0 Training
• Initial and annual training must be provided on how to recognize fatigue, how to control fatigue through appropriate work and personal habits and reporting of fatigue to supervision.

6.0 Reporting and Recordkeeping
Training - All training records will be documented and maintained.