

## **POLICY**

Hawk Energy, LLC has adopted this policy to inform employees of the Fatigue Management Plan. This ensures the safety and health of the employees.

## **RESPONSIBILITIES**

Fatigue Management is a shared responsibility between the Company and its employees.

### **Employer Responsibilities**

- Ensuring all employees are physically fit and capable to perform the job duties assigned
- Training personnel to recognize and manage fatigue
- Responding quickly to eliminate workplace hazards
- Providing adequate rest breaks
- Ensuring employees follow safe job procedures
- Reviewing job hazard analysis whenever there is a significant change to any element of the job or there has been an injury or illness
- Conduct periodic assessments of the fatigue management plan's effectiveness and incorporate a continuous improvement plan created to close any gaps

### **Supervisor Responsibilities**

- Establishing and maintaining safe and healthful working conditions
- Monitoring employee fatigue
- Ensuring employees are not impaired by illness or medication use
- Setting good examples, instructing their employees, making sure they fully understand and follow safe procedures

### **Employee Responsibilities**

- Notifying their supervisors if they are fatigued to the point of not being able to perform their duties safely
- Ensuring they are physically and mentally fit to perform their job functions safely. They will take responsibility for their safety as well
- Notifying their supervisor if they are taking prescription or over the counter medications
- No employee is expected to undertake a job until he/she has received instructions on how to do it properly and safely and is authorized to perform the job
- No employee will undertake a job that appears to be unsafe
- Employees are to report to a superior or designated individual all unsafe conditions encountered during work
- Personal protective equipment will be used when and where required and properly maintained

## **TRAINING**

Hawk Energy, LLC will provide training to affected employees upon initial assignment and annually thereafter, training will consist of but not be limited to:

- Recognizing symptoms of fatigue
- Company safe practices and controls
- Proper procedures to report fatigue to management

## **WORKER FATIGUE**

Hawk Energy, LLC will 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.

### **Causes of Fatigue**

- Poor quality or interrupted sleep over a period
- Long work hours and extended or irregular shifts
- Demanding workload

### **Prevention**

To prevent fatigue, Hawk Energy, LLC will analyze any work tasks or schedule that may affect the amount and quality of sleep it has on the employee.

Hawk Energy, LLC will establish limits on work hours and the amount of work performed, allow for suitable rest periods and control job rotation schedules accordingly.

Hawk Energy, LLC will perform periodic assessments of work tasks for evidence of increasing fatigue factors and develop corrective actions to improve those tasks and lessen worker fatigue.

Hawk Energy, LLC will evaluate and provide the following to help control fatigue and increase mental alertness of affected employees:

- Chairs and anti-fatigue mats
- Lift assist devices for repetitive lifting
- Ergonomics of workstations and equipment

### **Reporting**

It is the policy of Hawk Energy, LLC that all employees feeling fatigued or tired and preventing them from performing their duty safely will be reported to the supervisor immediately.

Hawk Energy, LLC will provide periodic rest breaks for personnel and will also periodically evaluate and improve work tasks to control fatigue.

### **Over-the-Counter and Prescription Drugs**

Hawk Energy, LLC will ensure that employees do not use over-the-counter or prescription drugs to increase mental alertness.

All employees of Hawk Energy, LLC are discouraged from taking any substance known to increase fatigue, including fatigue that sets in after the effects of the drug wear off.

