Fatigue Management Policy

DISTRIBUTION

This Fatigue Management Policy is communicated to all employees. A copy is available at the Head Office, held in the sites folder, and published on the internal company shared drive. All employees are encouraged to read it and communicate any queries to a Director.

REVISION HISTORY

Issue Number	Review Date	Changes	Signed
01	22/09/2023	Original version (draft)	
01	22/09/2023	Signed off	
01	20/09/2024	Review	
01	19/09/2025	Review	
02	20/05/2026	Address Updated	
02	18/09/2026	Review	

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Fatigue is managed through open two-way communication with our employees and subcontractors. It is a joint responsibility to manage this effectively. All employees and subcontractors will be encouraged to honestly discuss and progress any fatigue issues that they may have.

Our Senior Managers recognise that fatigue management is not a one-off activity – it is a continuous improvement system that requires an ongoing commitment of resource to support to be effective, along with ongoing fatigue controls. We are committed to involving employees and subcontractors in implementing and monitoring our fatigue risk control measures and to setting objectives and targets around its management.

We will encourage individuals to:

- Make appropriate use of off-duty periods provided in the working pattern to obtain sufficient sleep to carry out their work safely, including taking future duty times into account when planning their off-duty lives
- Take reasonable steps to ensure that their sleeping environment, nutrition, use of caffeine, alcohol, drugs and medications, and their travel arrangements do not adversely affect their ability to carry out their duties safely
- Participate in fatigue-related education and training activities arranged by ZAM FM LTD
- Inform their line manager as soon as possible if they believe that they or a colleague are, or are likely to become too tired to carry out their duties safely
- Declare any second job which could reasonably be expected to adversely affect their level of fatigue and their consequent ability to carry out their duties safely
- Inform their line manager if they become aware that they may have a condition such as a sleep disorder which could make them more liable to potentially dangerous levels of fatigue at work
- Report any other concerns they may have regarding risks from fatigue
- Co-operating with other reasonable requirements or requests of the company which are aimed at controlling risks from fatigue

All employees and others working on behalf of the company are required to comply with this policy. It is briefed and acknowledged by all employees during the induction process, following any changes, and is available on request. Subcontractors and other interested parties can access this Policy via the company website or is available on request.

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We will ensure that this policy is communicated and available to all relevant stakeholders as appropriate. This policy shall be reviewed for effectiveness and suitability at least annually as part of the management review process.

Managing Director

Name: Danish Iftikhar

Sign: 

Dated: 22/09/2023