

Fatigue Policy

As part of our fatigue management arrangements, H W Martin (Traffic Management) Ltd shall effectively control and monitor staff working patterns to comply with relevant industry standards, client directives and best practice guidance and working patterns will be designed to minimise the associated risks.

Due to the nature of traffic management operations, operative's hours cannot be defined or pre-set as the client needs will vary from site to site and task to task, it is imperative that our works continue to a safe conclusion to cover not only our clients' representatives and our own workforce but also for the members of the public the highways serve.

This policy and our fatigue management arrangements are discussed at the pre-employment stage with operatives coming into the business and also briefed at induction stage. All Traffic Management operatives sign a contract of employment which states that they will be required to work sufficient hours to enable the business to meet customer demand.

We shall discharge our duty to ensure, so far as is reasonably practicable, the health, safety and welfare of our workforce and will not plan for or expect our staff to work shift patterns which require them to be away from their homes or lodgings for more than what is reasonably practicable.

Employees are reminded of their duties to take reasonable care for the health and safety of themselves and to co-operate with Management to ensure compliance with this policy.

Traffic Management operatives on site receive a start of shift briefing, at which point they are asked if they feel fit for work and the brief states *"By signing the above document I agree that I have had sufficient instruction and training to understand fatigue and its effects. That I am fit to work on this shift and have had sufficient rest and that if at any stage I feel the effects of fatigue I will make my foreman, supervisor or line manager aware immediately"*. Employees should make appropriate use of off-duty periods provided in the working pattern to obtain sufficient rest to carry out their work safely.

If operatives show signs of or report feeling the effects of fatigue, they are immediately stood down from safety critical activities.

We recognise that short notice changes to planned shift patterns to accommodate emergency call out provision, can significantly affect worker's fatigue. The Line Manager shall ensure the following control measures are considered for staff attending unavoidable and unforeseen call outs.

- ▶ Provision of additional rest periods before next shift
- ▶ Reasonable distribution of on call shifts amongst maintenance teams
- ▶ Shared driving duties
- ▶ Accommodation local to the site
- ▶ Avoid patterns of quick shift changes (i.e. days to nights and back to days)
- ▶ Provide additional 'in shift' breaks.
- ▶ Make sure refreshments are readily available.
- ▶ Provide additional monitoring or support.

Where the planned workforce is amended in response to short-notice changes (i.e. requirements such sickness cover), these amendments shall also be made in accordance with good practice working pattern design to minimise fatigue progression.

Owner: Company Director	Version: 1.3	HWMTM-HSW-POL-04
UNCONTROLLED IF PRINTED OR COPIED. Check IMS for latest version		Page 1 of 2

Where practicable, we shall avoid authorising extra hours for staff whose circumstances outside of work may negatively impact on the quality of their rest. Line Managers shall take steps to relieve staff who have worked in excess of the identified limits as soon as practicable and provide them with sufficient time to receive adequate rest before their next period of duty.

Employees who report instances of fatigue shall be afforded support to minimise impact such as the addition of extra control measures. Line Managers shall ensure arrangements are in place that prevent employees from carrying out or continuing to carry out work activities where there is reason to believe they are unfit due to fatigue. The reason for the employee's fatigue shall be established so far as is reasonably practicable to prevent future occurrences. In the event of an employee being unfit due to fatigue, appropriate control measures shall be implemented before the individual commences or recommences safety critical work activities.

This policy will remain under review and be part of the internal audit schedule to ensure compliance.



Chief Operating Officer

27th August 2026

Owner: Company Director	Version: 1.3	HWMTM-HSW-POL-04
UNCONTROLLED IF PRINTED OR COPIED. Check IMS for latest version		Page 2 of 2