

OPS-SH-0002

Fatigue Management Policy

Revision History				
Rev	Date	Document Owner	Approved By	Issue Purpose
0	9/12/2022	R. Courtney	JC	Create std policy
1	05/12/2026	R. Strahan	RS, RG, NR	Update to separate by topic
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Table of Contents

1 Purpose.....	3
2 Scope.....	3
3 Definitions.....	3
3.1 Fatigue	3
4 Responsibility.....	3
4.1 HSE Department	3
4.2 Manager	3
4.3 Supervisor	3
4.4 Employee	3
5 General Requirements	3
5.1 Consecutive Days	4
5.2 Consecutive/Accumulated Hours.....	4
6 Exception Procedure	4
6.1 Exception Rules.....	4
6.2 Fatigue Mitigation	4
7 Training.....	4

1 Purpose

The purpose of this policy is to ensure Ampirical employees and subcontractors recognize the effect of fatigue as it relates to safely being able to perform work. Additionally, this policy establishes guidelines for work hours and to reduce fatigue in our business and at our client locations.

2 Scope

This policy applies to all Ampirical employees, contractors, subcontractors, or visitors.

3 Definitions

3.1 Fatigue

- Impaired cognitive and/or physical functioning that may result in an elevated risk of error or accident.

4 Responsibility

4.1 HSE Department

- Review exception requests and provide consultation to managers regarding exception approvals

4.2 Manager

- Approves exceptions to the Fatigue Management Policy requirements via email utilizing conservative judgment with consultation from the Safety Department.

4.3 Supervisor

- Ensures employees and subcontractors are operating in accordance with this procedure.
- Consults with affected employees on their ability to safely continue working and fatigue mitigation plans prior to requesting exceptions.
- Completes the Fatigue Mitigation Assessment Form as required by the procedure.

4.4 Employee

- Be present in a fit-for-duty state
- Reports any procedure violations or potential violations to their supervisor
- Report known, suspected, or the potential of fatigue to their supervisor

5 General Requirements

Fatigue during work activities must be mitigated to promote worker safety and effective execution of critical work activities. Fatigue can be caused by many factors including, but not limited to hours worked, ergonomics, work tasks, and personal factors. 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 feasible. Work tasks to control fatigue must be analyzed and evaluated periodically. Employees must not chronically use over-the-counter, prescription, and any other product which may affect an employee's ability to perform their work safely.

5.1 Consecutive Days

- At no time shall employees work more than fourteen (14) consecutive days without a minimum one day (24 hours) break.

5.2 Consecutive/Accumulated Hours

- At no time shall employees work more than sixteen (16) consecutive hours or accumulate sixteen (16) hours in any rolling twenty-four (24) hour period.
- A minimum of eight (8) hours of rest time and off-duty is required if either sixteen (16) consecutive or accumulated hours are met.

6 Exception Procedure

Management is responsible for prudent and conservative judgment on impact from fatigue or physical capabilities when an employee or group of employees requests an exception to Fatigue Management Policy requirements. Exceptions to consecutive days worked, consecutive hours worked, or total accumulated hours worked requirements must be approved by a next-level Ampirical Manager with consultation from the HSE Department. This approval must be provided via email to the Supervisor of the employees requesting the exception. The Manager must ensure compliance with client requirements when granting exceptions.

6.1 Exception Rules

- For consecutive days worked, no exceptions will be granted past nineteen (19) calendar days without at least one day (24 hours) break.
- For consecutive or accumulated work hours, no exceptions will be granted past eighteen (18) hours in a twenty-four (24) hour period.

6.2 Fatigue Mitigation

A requesting supervisor shall discuss with each affected employee fatigue mitigation, and the employee's ability to safely continue working prior to requesting the exception. If the exception is granted by Management, the Supervisor of the affected employee must fill out a Fatigue Mitigation Assessment Form for each employee exceeding the consecutive days, consecutive hours, or accumulated hours requirements. This form must be completed before the employee begins extended work days/hours, and continued monitoring per the control measure requirements on the form. Employees must conduct a continuous, undocumented self-assessment utilizing the form, and immediately report any changes in fatigue to their supervisor.

7 Training

Fatigue Management training will be given to all affected employees and will include the following:

- Policy requirements
- Key fatigue stressors
- Impact of fatigue on safety
- Fatigue mitigation
- Fatigue hazard reporting