

Organization name	
Policy name	
Policy date	

Purpose	Clearly define the objective of the policy, which is to mitigate the risks associated with worker fatigue to ensure a safe and productive workplace.
Scope	Outline who the policy applies to (e.g., all employees, contractors, visitors) and the work environments it covers (e.g., high-hazard tasks, long shifts, night work).
Definitions	<p>Define key terms related to fatigue management, such as:</p> <ul style="list-style-type: none"> • Fatigue: A state of mental or physical exhaustion that impairs performance. • Fatigue impairment: An imminent safety risk due to high levels of fatigue. • Fatigue-related incident: An event where fatigue may have contributed to operational errors or accidents.
Roles and Responsibilities	<p>Fatigue management roles and responsibilities for all levels of employees:</p> <ul style="list-style-type: none"> • Front-line workers • Supervisors/managers • Dispatchers • Health and safety team • Operations team • HR personnel
Fatigue Risks in Your Workplace	Describe the specific fatigue risks for your organization's different employee pools, shifts, and departments.
Work Hours and Scheduling Guidelines	Share guidelines and best practices for readers to create safer, more productive shift schedules.
Fatigue Management Training	Describe which fatigue management training programs are available to supervisors and employees.

Fatigue Reporting	Describe the established process for reporting and self-reporting fatigue risks.
Fatigue Assessment and Measurement	Describe the approved processes and procedures for assessing fatigue risk and measuring fatigue levels at the workplace.
Organizational Fatigue Mitigation Techniques and Continuous Improvements	Describe which steps the company has taken to reduce the risk of identified fatigue risks and what the process is for continuous improvement on job sites.
Fatigue Mitigation Strategies and Countermeasures	Describe how employees are expected to respond to different levels and situations of fatigue risks on the work site.
Incident Investigation	Establish the fatigue investigation protocol that should be followed to investigate the possible contribution of fatigue during incident investigations on site.
Regulatory Compliance	State when regulatory laws and standards related to fatigue your organization must follow to stay in compliance.