



KNELSEN SAND & GRAVEL LTD

Fatigue Management Policy

Due to the nature of work and our short construction seasons in the road building industry it is necessary to extend the working hours of our employees. Through the Alberta Roadbuilders & Heavy Construction Association, Knelsen Sand & Gravel Ltd. receives a yearly *Extended Hours of Work Permit* as per Section 74 of the *Employment Standards Code* of Alberta.

Knelsen Sand & Gravel Ltd recognizes that fatigue is a factor which may affect a worker's ability to perform mental and physical tasks. As such, all management, supervisory personnel and workers must be able to recognize and respond to the signs and symptoms that might impair the worker's performance due to fatigue. Training will be provided to recognize and respond to fatigue issues in the field. It is the responsibility of the supervisor to control or adapt work schedules if and when fatigue impairment signs are evident. Worker concerns must be communicated to supervisory / management and corresponding changes should be documented for review and follow-up. The development, implementation and continual monitoring of a Fatigue Management System will ensure employers are providing a safe and healthy work environment for all workers. Job tasks / functions will be evaluated to control fatigue which will include workers taking periodic breaks to minimize both mental and physical fatigue. Motor vehicles and all equipment whether heavy or light duty must not be operated by workers who are suffering from excessive fatigue.

All employees required to work extended hours must, on an annual basis, complete the ARHCA extended hours permit awareness program checklist.

Supervisors are responsible to provide this information and training to the workers or arrange for the training to occur.

NOTICE

Safety information contained in our corporate safety policy manual does not take precedence over the *Occupational Health & Safety Act, R.S.A. 2000, Chapter O-2*, or for Saskatchewan employees, the *Occupational Health & Safety Act, S.S. 1993, Chapter O-1.1**.

Knelsen Sand & Gravel Ltd. commits to providing its workers with copies of the legislation.

All employees should be familiar with the *Occupational Health & Safety Act, Regulations and Code* for the jurisdiction of their worksite(s).

General Manager – Raymond Knelsen

JAN 24 2018

Date