

**This policy supports the health & safety policy statement of DVC Roofing & Building Ltd.**

Fatigue has been identified as a factor in accidents and incidents in the workplace. Worker fatigue can lead to reduced vigilance and alertness, increase errors, impair decision making and deterioration in mood and motivation.

DVC Roofing & Building Ltd recognise that there are human performance risks from fatigue which may cause accidents and that fatigue cannot be overcome by an individual or individuals making more effort.

DVC Roofing & Building Ltd will take all reasonable steps to ensure that all employees and subcontractors are aware of the risks surrounding fatigue and our company process for the management of these risks.

We recognise the importance of such a policy in its contribution towards ensuring the health and safety of our workers, contractors, and all those reasonably affected by our works e.g. the general public. DVC Roofing & Building Ltd will take all reasonable measures, as far as is reasonably practicable, to ensure that all workers amongst others are aware of and adhere to the guidelines for hours of work and managing fatigue.

**Managers will not plan work arrangements for personnel who are fatigued or are likely to become fatigued during the work period. Any employee must not commence or continue work if he or she is fatigued to such an extent that their condition may prejudice his or her safety, or the safety of others.**

**Managers and supervisors are authorised to prevent any employee from commencing work or continuing to work if they believe the person is unfit due to fatigue. Reasons for the fatigue shall be established and appropriate measures shall be introduced before the individual is permitted to commence work.**

Measurement of the effectiveness of these processes and procedures will be carried out via continuous monitoring and audit. Should this monitoring process reveal a departure from the procedures then appropriate action will be taken.

DVC Roofing & Building Ltd will implement the Hours of Work Policy in the following way:

#### **Procedure**

- By briefing the policy to all workers, potential workers, contractors and visitors during induction, briefings and keeping records of the briefings.
- By ensuring all workers and sub-contractors understand and sign an Hours of Work declaration, records to be kept.
- By keeping weekly master records of all hours/shifts worked.
- By an appointed person carrying out a weekly review of all hours of work records. Working Hours records will be reviewed regularly at Management Review.
- By an appointed person compiling a summary of any identified exceedances
- All records relating to hours of work will be kept
- The Company Director will review the identified exceedances and identify appropriate action where necessary and ensure that written approval for the dispensation has been given in accordance with the laid down arrangements.

#### **Working Time Directive (1998)**

At the request of the company or a client, you may be required to work more than an average of 48 hours per week. Under the Working Time Regulations 1998, this requests your agreement to opt out of the 48 hour limit. You will need to sign the Working Time Regulations Declaration to confirm your agreement to working in excess of 48 hours per week, when requested to do so.

The implementation of this policy is the responsibility of the Managing Director, assisted by the company Health & Safety Advisor / Consultant and other members of the Company management team.

The Company ensures that suitable and sufficient resources are allocated to ensure the effective management of health and safety. The Fatigue Management Policy Statement will be kept up to date, and to ensure this, the Policy and the way in which it operates will be regularly reviewed e.g. change in legislation and or guidance and as a result of an accident or incident.

This Policy will be reviewed no later than 12 months from the date below.

Signed for and on behalf of DVC Roofing & Building Ltd

Mr. Scott Lewthwaite



**Designation:** Managing Director

**Date:** 6<sup>th</sup> January 2026

#### **Applicable legislation and guidance**

- Sections 2(1) and 3(1) of the Health and Safety at Work etc Act 1974 (HSWA)
- The Management of Health and Safety at Work Regulations 1999 (MHWSR)
- Working Time Regulations 1998 as amended (WTR)
- Managing shiftwork Health and safety guidance (HSG256)
- Managing for health and safety (HSG65)
- Reducing error and influencing behaviour (HSG48)