

Fatigue Management



Objective of control		
To prevent incidents by implementing strategies to address the different types and causes of fatigue across all depots, product transportation and offices		
Control type		Control effectiveness
Administrative		Strong
Control owner		Control executor
The control owner is responsible for supporting the risk owner and assessing the design and continued operating effectiveness of controls		The control executor is responsible for the execution of a control or specific tasks related to a control
#	Desired state of control	Activities to verify control performance
1	Developed and approved Shift roster	- Approved shift roster must be captured on SAP as a work schedule rule (WSR) - Timesheets are verified and signed by the control executor (Timesheet / SAP)
2	Work schedule and Chemical bargaining council rules (i.e. Compliance with the Basic Conditions of Employment Act) are applied for all shifts	- Leave management, i.e., 12 consecutive leave days per annum - Employees should not work more than two consecutive night shifts 40 hour work week as per approved WSR - Overtime worked should not exceed 3 hours per day or 10 hours per week - Excessive overtime (exceeding 10hrs/week or 40hrs/month) must be approved by line manager/16.2/VP
3	Briefing and de-briefing process implemented (applied in product transportation)	- All Fuel Delivery Officers (FDOs) are briefed prior to departure from the depot and debriefed upon return to the depot - Fit for duty declaration forms part of the briefing questionnaire - Brief and debrief documents are completed in full and signed by both the FDO and the control executor
Target performance of control		
All fatigue management strategies are applied and effective in preventing incidents		
Performance trigger for prioritised action which includes notifying control owner and investigation, control review or shutdown		
- Any deviations from the desired state of control - Deviations identified <u>not actioned</u> triggers investigation and corrective action		