



Fatigue Management Policy

Fatigue and Extended Hours or Shiftwork

HiTech Fluid Systems will provide a fatigue management framework designed to ensure that employees/workers are fit for duty at all times. This framework will provide adequate opportunity for recovery rest between work periods or shifts to ensure that an employee's or worker's performance is not impaired by fatigue.

Managing Fatigue Risks

With the objectives of HiTech Fluid Systems' other relevant organizational policies in mind, the Company will use appropriate risk assessment tools (including fatigue monitoring software and employee/management education and training programs) to measure, mitigate, and monitor the risks associated with fatigue. In addition, mitigation strategies will be reviewed and audited to ensure compliance with Occupational Health and Safety and Employment Standards requirements.

Fatigue Management Framework

The Fatigue Management Framework will be designed to provide:

- Input from employee representatives and independent professionals;
- Appropriate management of:
 - Risks associated with extended work hours, including shiftwork;
 - Information regarding lifestyle management to reduce risk of fatigue; and
 - Employer and employee responsibilities to ensure legal and OH&S compliance;
- Objective assessment of planned and actual rosters to identify and to manage work-related fatigue issues, and/or using a risk management approach based on Employment Standard Regulations;
- An auditable system to monitor planned and actual rosters to ensure that employee fatigue does not give rise to an unacceptable risk; and
- Induction, training, and education designed to assist managers, employees, and their families to address extended hours or shiftwork and fatigue-related issues.

Responsibility

Company management, employees, and workers have a shared responsibility to avoid fatigue-related performance impairment. To this end:

- HiTech Fluid Systems will ensure that, in the context of the performance required, employee rosters allow adequate breaks for recovery between extended work hours or shifts, and
- Individuals have a duty of care to ensure that adequate rest is obtained between shifts and that rest period activities do not cause fatigue or impair performance. When this is not the case, employees and workers have a further responsibility to report the matter to their respective supervisor or manager.

At no time should an employee put themselves or others at risk.