

Fatigue Management Policy

Ckorp Holdings | CH-POL-05 | Version 1.0
Approved for publication: 24 September 2026

Policy statement

Ckorp Holdings is committed to providing and maintaining a safe working environment for employees, clients, contractors and others. Managing fatigue is an important part of that commitment. The company promotes a fit-for-work culture in which workers recognise and report fatigue risks.

Definitions

Fatigue may arise from insufficient or poor-quality restorative sleep. Signs can include excessive yawning, tiredness or sleepiness, headache, dizziness, muscle soreness or weakness, slowed responses, impaired judgement, moodiness and irritability.

Work-related fatigue may arise from the work environment, tasks, hours or work-related disruption to sleep. Non-work-related fatigue may arise from activities, circumstances or sleep disruption outside work.

Responsibilities

Employees and contractors must recognise signs of fatigue and report promptly to their supervisor or manager when fatigue or lack of sleep affects their wellbeing or ability to work safely.

Managers and supervisors must assess and manage fatigue risks arising from rosters and assignments, and recognise workers' social and domestic responsibilities outside work.

Employees and contractors should use breaks within and between shifts to rest and recover. They must consider the fatigue risks of additional work, including secondary employment, and report any resulting impact on their fitness for duties.

Self-reporting and response

Workers must present fit for duty. A worker who believes they are unfit because of fatigue must immediately tell their manager or supervisor and must not undertake work that cannot be performed safely.

Management will assess the immediate risk and determine suitable arrangements, which may include rest, adjusted duties or hours, or absence from work. Leave will be handled under applicable entitlements, employment conditions and company procedures; a fatigue report does not automatically establish a particular leave entitlement.

Where reports recur, including two or more times in a month, the manager and worker will discuss possible contributing factors. These may include rosters, work demands, health concerns or external circumstances. Professional advice may be appropriate. The purpose is to identify and manage risks and suitable support.

Absence management

Absences due to fatigue will be addressed under the company's Absence Management Policy and Leave Policy, in consultation with the worker and, where appropriate, the client. Discussions will consider attendance, rosters and contributing factors. Where needed, an agreed management plan will be documented.

Client requirements

Employees and contractors working for client organisations must comply with applicable client or host health and safety procedures, including fatigue management requirements.