

Workload and Fatigue Management Policy

Purpose

[Business name] is committed to managing workload and fatigue risks to support worker health, safety, and wellbeing.

We recognise that excessive workloads, long hours, inadequate breaks, and ongoing fatigue can negatively impact both physical and psychological health and safety.

Scope

This policy applies to:

- select any of the below that apply to your workplace
- all workers
- managers and supervisors
- contractors
- volunteers.

Our commitment

[Business name] is committed to:

- maintaining reasonable workload expectations where reasonably practicable
- monitoring workload and fatigue risks
- encouraging regular breaks and rest
- consulting with workers about workload concerns
- responding appropriately when workload or fatigue risks are identified
- add your own.

Examples of harmful workload and fatigue

Examples include:

- excessive workloads
- unrealistic deadlines
- ongoing understaffing
- excessive overtime
- inadequate breaks
- long shifts or extended work hours.

Managing workload and fatigue

[Business name] may implement actions including:

- select any of the below or add your own

- reviewing workload distribution
- prioritising tasks during busy periods
- encouraging workers to take breaks
- monitoring overtime and extended work hours
- adjusting staffing or workloads where reasonably practicable
- consulting workers about workload concerns
- providing flexibility where appropriate.

Responsibilities

Management and supervisors

Managers and supervisors are responsible for:

- monitoring workload and fatigue risks
- checking in with workers where concerns arise
- responding to reported concerns appropriately
- escalating issues where additional support or resources are needed
- add your own.

Workers

Workers are encouraged to:

- raise workload or fatigue concerns early
- take scheduled breaks and rest periods
- report any barriers to breaks and recovery
- communicate if workloads become unmanageable
- follow workplace procedures relating to fatigue and safety
- add your own.

Reporting concerns

Workers can raise concerns about workload or fatigue with:

- [Supervisor/Manager/Contact person].

Review

This policy will be reviewed:

- every [12 months/2 years]
- following significant workplace changes
- after serious incidents in the workplace.

X

[Name, Position]

[Date]