

**ENGINEERED SYSTEMS (ELECTRICAL) LTD**  
**Unit 1 Waterside Industrial Park, Waterside Road,**  
**Leeds, LS10 1RW**

**FATIGUE POLICY**

**PURPOSE:**

We understand that in the working environment fatigue can cause or contribute to potentially dangerous situations that can affect our employees, contractors and/or members of the public. Therefore, we are committed to managing and mitigating the risk of fatigue within our company. We aim to ensure that our employees receive enough rest to perform their duties safely, thereby reducing potentially dangerous mistakes or actions that could lead to hazardous situations.

**SCOPE:**

Fatigue can be caused by many factors such as job design, workload, working environment, hours worked, night working, lack of sleep, inadequate breaks etc. Fatigue can reduce mental alertness & concentration and affect employee performance and their perception of risk.

**CONTROL MEASURES:**

- Employees know how many hours of work are permitted and that they should only be exceeded in exceptional circumstances and after gaining prior approval.
- We encourage employees to take regular breaks throughout shifts, in addition to their meal and refreshment breaks. We also provide adequate rest breaks between shift end and shift starts. These are especially important to allow fatigue to dissipate. These breaks are monitored by the company to ensure that required rest periods are taken.
- Travel times are considered when route planning. Driving hours for employees are monitored via trackers and driving is split across multiple drivers whenever possible.
- We encourage employees to take their full holiday entitlement within the allotted 12-month timeframe. Carry-over of holiday entitlement shall be agreed at the discretion of senior management.
- Employees do not normally work at weekends unless prior arrangements are made. We do not offer overly long shifts or excessive overtime, which could encourage employees to succumb to fatigue. We restrict the number of consecutive nights or early morning shifts that are worked. We may, on occasion, offer employees discretionary time off for personal and family commitments within the working day so their personal time is kept free for rest.
- Our managers and supervisors are authorized to prevent any employee from starting or continuing their work should they believe the person is suffering from fatigue and not fit to work. Employees are encouraged to be vigilant in looking for signs and symptoms of fatigue in their fellow workers.
- We monitor workloads to ensure employees are not overloaded. Health surveillance and display screen equipment assessment for employees is completed at least annually and regular eye tests are encouraged.
- A comfortable working environment incorporating adequate ventilation, lighting, and temperatures is provided. Free fruit, snacks and a choice of drinks are available for employees.

**CONSEQUENCES OF NON-COMPLIANCE:**

Where an employee commits a clear breach of company rules relating to this policy, action will be taken under our disciplinary procedures as appropriate.

**Signed by the Executive Responsible for Fatigue:**



**Michael Keith**  
**Managing Director**  
**Date: 28<sup>th</sup> August 2025**