

FATIGUE MANAGEMENT POLICY RIO TINTO KENNECOTT

PURPOSE

The purpose of this policy is to outline the maximum and minimum limits for work shifts and rest periods.

SCOPE

This policy applies to:

- Rio Tinto Kennecott non-represented employees working Monday – Friday, dayshift
- Contractors working on site

The following guidance outlines the maximum and minimum limits for work shifts and rest periods. Further, Rio Tinto Kennecott contractors are free to establish a workforce schedule that exceeds this guidance, as long as it meets the intent of this policy.

STATEMENT OF POLICY

It is the policy of the Company to provide a safe workplace for all its employees. Extended or unusual work shifts may be more stressful physically, mentally, and emotionally. Non-traditional shifts and extended work hours may disrupt the body's regular schedule, leading to increased fatigue, stress, and lack of concentration. These effects lead to an increased risk of operator error, injuries and/or accidents.

Fatigue is a message for the body to rest. Employees should be strongly encouraged by their supervisor to rest if fatigued. However, if rest is not possible, fatigue can increase until it becomes distressing and eventually debilitating. The symptoms of fatigue, both mental and physical, vary and depend on the person and his or her degree of overexertion.

Symptoms of fatigue can include one or more of the following:

- Weariness
- Sleepiness
- Irritability
- Reduced alertness, lack of concentration and memory
- Reduced vision
- Slower reactions
- Reduced motor skill functions
- Lack of motivation
- Increased susceptibility to illness
- Depression
- Headache

REFERENCES:

KUC Safety and Health Standard 13.8, Fitness for Work – KUCSH0042

¹[CDC/NIOSH – Overtime and Extended Work Shifts](#)

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[²OSHA – Extended/Unusual Work Shifts FAQ](#)

A. MAXIMUM WORK DURATIONS and AUTHORIZATIONS

1. A 'normal' work week is considered to be approximately 40 to 45 hours in a 7 day period. No pre-authorizations are required to work this duration.
2. Any work greater than 45 hours and less than 60 hours, will require the following:
 - Employees – notify direct leader of the need to work more than 45 hours.
 - Leaders – support the employee with options to stop or delay work to return to less than 45 hours per week.
 - Contractors – pre-approval from the Designated Leader overseeing the work, for contractors working 45-60 hours.
 - Employees and contractors should not regularly exceed 100 hours of work in a two-week period.
3. For routine project work, a mandatory 36-hour rest period is required, once the maximum 60-hours have been reached.

Examples Include:

- Six consecutive 10-hour work shifts, requires a minimum 36-hour rest period off the job for every employee;
 - Five consecutive 12-hour work shifts, requires a minimum 36-hour rest period off the job for every employee;
 - Four consecutive 15-hour work shifts, requires a minimum 36-hour rest period off the job for every employee;
 - Excessive overtime more than 60 continuous hours without a rest period should be avoided, except in case of emergency. Emergencies over 60-hours require written pre-approval from the Area Manager and notification provided to the Area GM describing the emergency need and plan to minimize employee fatigue;
 - Excessive single shifts over 16-hours should be avoided, except in case of emergency. Emergencies over 16-hours require written preapproval from the Area Manager and notification provided to the Area GM describing the emergency need and plan to minimize employee fatigue;
 - Excessive work commute time (i.e. 90+ minutes total commute time per day to/from residence) should be considered when calculating the length of work schedules and rest periods.
4. Leave earned during a calendar year is encouraged to be used during that same calendar year.

IMPLEMENTATION AND COMPLIANCE

Implementation Responsibility: Leaders: When there is a choice, managers should limit the use of extended shifts and increase the number of days employees work.

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Working shifts longer than 8 hours may result in reduced productivity and alertness. Additional break periods and time for meals should be provided when shifts are extended past normal work periods. Tasks that require physical labor or intense concentration should be performed at the beginning of each shift if possible. This is an important consideration for pre- emergency planning.

Leaders should learn to take action when they first notice the signs and symptoms associated with extended work shifts. Moreover, workers who are being asked to work extended or irregular shifts should be diligently monitored for indications of fatigue. Finally, any employee showing such signs should be evaluated and possibly directed to leave the active area and seek rest.

INTERPRETATION OF POLICY

The General Manager Human Resources is responsible for interpreting this Policy and providing advice and counsel as to its implementation throughout the Company.