



**In Scope / Out of Scope**

Fatigue Management requirements cover all COPA Employees and Contractors on the North Slope.

In scope	Out of scope
COPA Employees and Contractors	Aircrew Operational Duty Day Commercial Motor Vehicle Drivers DOT Pipeline Controllers Shift Management

**Signs of Fatigue**

Here are common signs of fatigue. Identify signs and symptoms of fatigue amongst coworkers and take action.

Physical	Mental	Emotional
<ul style="list-style-type: none"> <li>• Yawning</li> <li>• Drooping eyelids</li> <li>• Rubbing of eyes</li> <li>• Head dropping</li> <li>• Microsleeps</li> <li>• Dragging feet</li> </ul>	<ul style="list-style-type: none"> <li>• Difficulty concentrating on tasks</li> <li>• Lapses in attention</li> <li>• Difficulty remembering tasks being performed</li> <li>• Failing to communicate important information</li> <li>• Failing to anticipate events or action</li> <li>• Accidentally doing the wrong thing</li> </ul>	<ul style="list-style-type: none"> <li>• Quieter or more withdrawn than usual</li> <li>• Lack of energy</li> <li>• Increased irritability</li> <li>• Attitude and morale decline</li> <li>• Lacking the motivation to perform the task well</li> </ul>

**Rolling a worker's shift**

Rolling a worker's shift increases potential for fatigue. Before rolling a worker's shift from days to nights or vice versa the following requirements must be completed by the supervisor.

Before rolling	<ul style="list-style-type: none"> <li>• <b>establish</b> adequate staffing levels</li> <li>• <b>review</b> time remaining on hitch &amp; worked to date</li> <li>• <b>conduct</b> a qualitative fatigue assessment of worker</li> <li>• <b>confirm</b> no more than six hours of overtime has been worked within the previous two days</li> </ul>
Rolling more than once per hitch	<ul style="list-style-type: none"> <li>• Supervisor completes <a href="#">COPA Fatigue Assessment Checklist</a></li> <li>• Superintendent approves additional roll</li> </ul>

**Requirements for work over a normal shift**

Work over a normal shift increases potential for fatigue. Work over a normal shift must meet the following requirements.

Do Not	<ul style="list-style-type: none"> <li>• <b>exceed</b> 18 hours of work in a 24-hour period</li> <li>• <b>work</b> more than two consecutive 18-hour shifts</li> <li>• <b>allow</b> overtime for two days following a shift roll</li> </ul>
Approval required	Supervisor must approve all overtime work
Abnormal Operating Conditions / Field Emergencies	<ul style="list-style-type: none"> <li>• Supervisor conducts qualitative fatigue assessment of worker</li> <li>• Superintendent approves additional overtime</li> </ul>

After approving an 18-hour shift Supervisor should adjust the worker's next shift to ensure time for eight hours of sleep.



<b>Length of hitch requirements</b>	Length of a worker's hitch must meet the following requirements:
Work up to one week over a normal hitch	<ul style="list-style-type: none"> <li>Supervisor must approve</li> <li>Supervisor must review the work performed and the amount of rest available to the worker</li> <li>Supervisor should conduct a qualitative fatigue assessment of worker</li> </ul>
Work beyond one week over a normal hitch	<ul style="list-style-type: none"> <li>Supervisor must complete <a href="#">COPA Fatigue Assessment Checklist</a></li> <li>Superintendent must approve</li> </ul>
<b>Maximum length of a hitch</b>	The maximum length of a hitch is 42 consecutive days.
Approval requirements for work beyond 42 days	<ul style="list-style-type: none"> <li>The work is critical</li> <li>Extension is for minimum duration to complete the activity</li> <li>Supervisor must complete <a href="#">COPA Fatigue Assessment Checklist</a></li> <li>COPA Superintendent must approve</li> </ul>
	Worker must be off slope for at least 72 hours after completing the extended hitch.
<b>Preventing fatigue hazards</b>	Use active measures to prevent fatigue hazards.
	<ul style="list-style-type: none"> <li><b>Arrive</b> to work rested and fit for duty</li> <li><b>Minimize</b> driving requirements when possible. Partner fatigued worker with a driver</li> <li><b>Reassign</b> safety-sensitive activities to more alert workers or another time/shift</li> <li><b>Adjust</b> worker's next shift to ensure adequate time for 8 hours of sleep</li> <li><b>Utilize</b> a buddy approach to increase social interaction and monitor alertness</li> <li><b>Allow</b> a brief nap or break involving light exercise such as walking</li> <li><b>Modify</b> work environment to promote alertness</li> <li><b>Report</b> all fatigue issues to supervisor.</li> </ul>
<b>Fatigue assessment checklist</b>	Use <a href="#">COPA Fatigue Assessment Checklist</a> or in-person fatigue evaluations. Documented assessments must be retained for 60 days.