

PURPOSE AND INTENDED OUTCOMES

The purpose of this *policy* is to establish the requirements for managing mental health, stress, and fatigue within the organisation. It is intended that this *policy* will reduce the risk of mental health and fatigue-related injuries and incidents in the workplace.

SCOPE AND COVERAGE

This *policy* applies to all staff, especially those whose work involves shift work or extended hours.

DEFINITIONS

Employee Assistance: The *Company* provides confidential support to staff on a range of issues, such as alcohol and drug related problems, emotional stress, and relationship difficulties. We are members of the *Mates in Mind* charity and have access to the *Employee Assistance Programme* helpline through our *Construction Line* membership. We also have an external appointed occupational health provider who provides staff well-being checks and further advice and guidance as is deemed necessary.

Extended hours: Hours that are an extension of the standard working week, as a result of overtime, or secondary employment.

Fatigue: A mental or physical exhaustion that prevents a person from functioning normally. In the work environment this can mean that a person is also unable to function safely. It has many causes but is usually related to inadequate restorative sleep.

Mental health: Mental health includes our emotional, psychological, and social well-being. It affects how we think, feel and act. It also helps determine how we handle stress, relate to others, and make healthy choices.

Stress: Stress can be defined as a feeling of emotional or physical tension. Stress is how we react when we feel under pressure or threatened. It usually happens when we are in a situation that we don't feel we can manage or control.

Restorative sleep: The process by which the body overcomes fatigue. It involves cycles of deep sleep that allow a person to recuperate and wake up refreshed.

Shift work: Work performed outside the hours between 06:00 and 18:00 hours, Monday to Friday.

Sleep cycles: Sleep cycles are determined by the body's natural biological rhythms (also known as circadian rhythms or the 'body clock'), which are repeated every 24 hours. As well as regulating sleep cycles, biological rhythms also regulate body temperature, digestion, and hormone levels.

POLICY STATEMENT

MIDA Civil Engineering Limited is committed to providing and maintaining safe systems of work for all its workers, including those whose work involves shifts work or extended hours.

Our operations are sometimes undertaken outside ordinary working hours. Activities such as travel, and site-based operations often involve shift work or extended hours. These working arrangements may contribute to fatigue if not managed appropriately, which can also negatively affect your mental health.

Fatigue, stress, and other mental health issues can be caused by both work and non-work-related factors. Non-work factors include family responsibilities, social activities, health issues, such as sleep disorders and sporting commitments. Work factors include shift work, working extended hours and working relationships with colleagues and others.

While everyone doesn't respond to fatigue and stress in the same way, fatigue, stress, and mental health related issues can cause reduced concentration, impaired coordination, compromised judgement and slower reaction times, which ultimately increase the risk of incidents and injuries.

RESPONSIBILITIES

Managers and workers of *MIDA Civil Engineering Limited* have a responsibility to ensure that stress, fatigue, and mental health issues do not negatively impact the safety, health and well-being of themselves and others.

Managers and supervisors are responsible for:

- Applying risk management in consultation with staff and in accordance with the *Mental Health, Stress and Fatigue Management Policy*.
- Ensuring systems of work that minimise the risk of mental health, stress and fatigue issues; for example, reasonable rosters, reasonable overtime practices and adequate recuperation between shifts.
- Providing opportunities for workers to obtain adequate rest from work.
- Monitoring workloads, work patterns and rostering arrangements to ensure workers are not placed at risk from fatigue.
- Consulting with workers when introducing shift work or new rostering systems.
- Providing information, instruction, and training about risks to health, safety or welfare of workers involved with shift work or extended hours.
- Ensuring workers performing shift work are properly supervised and that tasks are undertaken safely.

Workers are responsible for:

- Participating in risk management processes.
- Using time off from work to recuperate to be fit and able for the next shift.
- Participating in education and training to gain an understanding of mental health, stress and fatigue.
- Avoiding behaviours and practices that contribute to negative mental health, stress, and fatigue which could place themselves and others at risk; for example, secondary employment or not using time off work to recuperate.
- Recognising signs of negative mental health, stress and fatigue that could place the health, safety and well-being of themselves or others at risk and reporting this to their *manager* or *supervisor*.

RESULTS OF BREACHES OF POLICY

Breaches of this *policy* and/or any of its associated procedures may result in disciplinary action being initiated in accordance with our disciplinary procedures.

Signed: 

Date: 23rd February 2026

James Brown

Regional Managing Director