

Working Hours & Fatigue Management Policy

Health and Safety FCX-HS10 | Release Date: 11/2009 | Version 2: 7/2022

POTENTIAL FATAL RISKS

Identify Potential Fatal Risks prior to performing any task or job

CRITICAL CONTROLS

- Fit for Duty checks
- Provide time for adequate rest
- Immediately report any unsafe conditions or behaviors

TRAINING REQUIREMENTS

- Trained on this Policy
- New Hire training
- Annual Refresher training

RELATED POLICIES

- [Safety & Health Policy](#)
- [Human Rights Policy](#)
- [Principles of Business Conduct](#)
- [FCX-HS01 – Policy Administration Requirements](#)

POLICY

OVERVIEW

This policy establishes the working hours requirements designed to manage fatigue and provide a safe and healthy working environment for employees and contractors, providing regular on-site services, while supporting the business needs. Additionally, it is intended to meet the requirements of Copper Mark Criterion 10 for working hours. The Company's operations are 365 days a year, 24 hours a day which requires multiple rotating shift schedules and at times business driven overtime. Rotating shift schedules are designed to meet site operational needs while ensuring health, safety, and wellbeing of our employees and contractors.

This policy applies to all employees and contractors working onsite (workforce).

ACTIONS TO STAY SAFE

- Report to work fit for duty.
- Empower our workforce to address concerns of fitness for duty.
- Exercise fatigue management by, among other things, recognizing the signs of fatigue and assessing/controlling risk factors associated with fatigue.
- Follow work hours requirements.

REQUIREMENTS

Working Hours

- Working hours shall not exceed 60 hours per week on average over a period of a calendar month unless it is done with voluntary overtime (OT) that is approved in advance by the employee's Supervisor.
 - No one will be subject to, and the Company prohibits, any form of retaliation for not volunteering for OT.
- The workforce shall be provided an average of at least one rest day in seven over the period of a calendar month (i.e., over a period of 28 calendar days there should be at least 4 rest days)
- Scheduled consecutive work days shall not exceed either 92 hours per work-set (total hours worked in consecutive days without a rest day) during normal operations or 182 hours per work-set during outages without a rest day.
- Once a scheduled work-set is complete, there shall be:
 - A minimum of 24 consecutive hours of rest for 8-hour to 10-hour shifts
 - A minimum of 34 consecutive hours of rest for shifts longer than 10 hours if the immediately preceding work set did not exceed 3 night shifts.
 - A minimum of 46 consecutive hours of rest for shifts longer than 10 hours if the immediately preceding work set included 4 or more night shifts.

Overtime (OT) and Extended Shifts

- OT beyond the scheduled shift should be voluntary; however, OT may be required occasionally to meet short term business needs (e.g., managing equipment, safely operating the plant, correcting unsafe conditions, undertaking unplanned or scheduled maintenance, training, etc.)
- Total working hours, including OT, should not exceed 14 hours per 24-hour period. A shift exceeding 14 working hours should be reserved for unplanned work as outlined below.
- Extended shifts (>14 working hours) shall occur only when approved by the Department Superintendent or delegate. Total working hours on an extended shift shall not exceed 16 hours in a 24-hour period and once the shift is complete, the employee shall be scheduled off for a minimum of eight consecutive hours of rest between the completion of the shift and returning to work.
- When OT or extended shifts are required, Supervision should provide as much advance notice as possible to the affected employees.

Shift Schedules Changes

- At times legitimate business reasons may require shift schedules to change. When this occurs, Supervision should provide as much advance notice as possible to the affected workforce.

General

- The workforce shall be trained at New Hire training and Annual Refresher training to recognize and respond to the signs of fatigue (i.e. stop work) and have the knowledge and skills to practice effective fatigue management.
- Contractors are required to align with this policy while working on-site and they should be able to demonstrate it is being followed when it is requested by the Company.
- Leaders shall review the site's monthly OT Report to identify and address trends and potential issues, especially during planned outages or unplanned work that may create a higher demand of hours.
- While OT does not apply to the exempt workforce their working hours should follow the requirements for extended shifts and days off to manage fatigue and ensure they are fit for duty.

Workforce is Empowered to Act

- Regardless of your role:
 - Follow the actions to stay safe listed above.
 - Monitor working hours, get adequate rest, follow the fatigue management practices and only report to work fit for duty.
 - Recognize signs of fatigue and exercise fatigue management, including the stoppage of work when necessary.
 - Refer to your Supervisor or Human Resources for specific questions about working hours, overtime and rotating shift schedules.

Exceptions

- Fire/Medical emergency responder schedules aligned with commonly accepted community response industry practices.
- Contractor work where the legitimate business need requires more than 92 hours worked per work-set (e.g., drillers, contract miners, etc.) provided their actual time worked does not exceed the 60-hour per week average over a period of a calendar month and they average at least 1 rest day in seven over the calendar month.