

Document #	POL_11
Revision #	0
Date of Issue	24.04.2020
Approved by	P. Walker
Status	Current

Purpose

The purpose of this policy is to protect the employees of Tytec Logistics from exposure to fatigue using personal protective equipment, in this case, the SmartCap.

The SmartCap is an effective control method and its use will be considered mandatory as a protection against the fatigue during each shift. It will be used in conjunction with other controls according to the fitness for work procedure.

This Policy applies to all drivers working at Tytec Logistics workplace or client site.

Statement

Tytec Logistics is responsible for providing our employees with appropriate PPE for their job tasks.

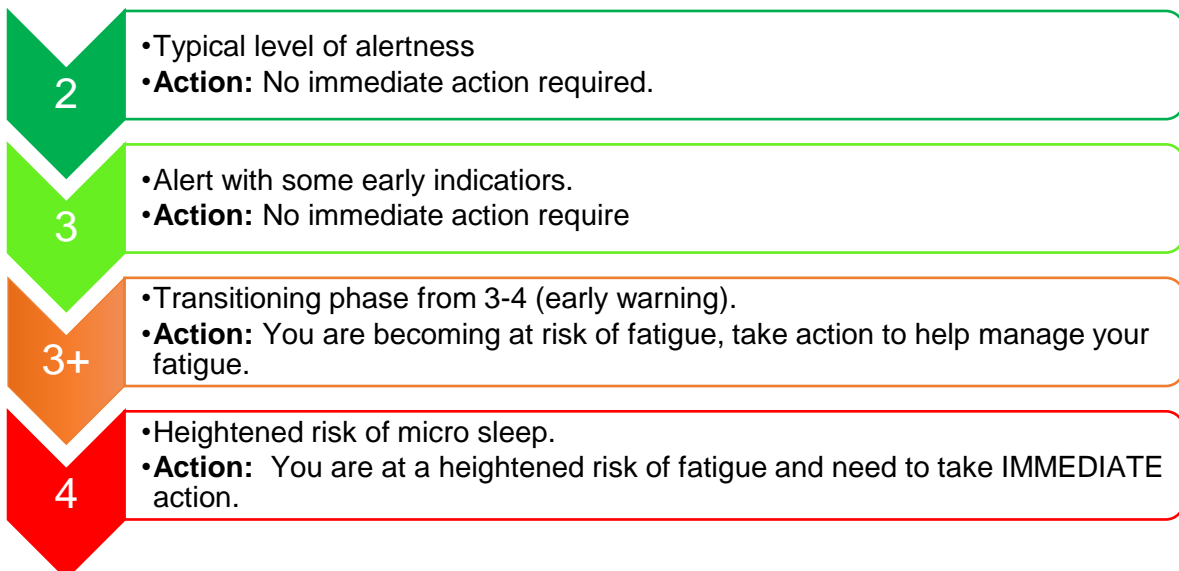
- SmartCap

It is an equipment used to measure the brain activity. This PPE records the brain activity and determinates the stages of alertness, vigilance, tiredness, and fitness to perform your work. This data prevents that an incident may occur as a result of a microsleep.

SmartCap provides fatigue score with an ongoing basis, it has different levels of alarms and the level for id a typical alarm point, indicating an increased risk of microsleep, which means that a driver should take actions. The alarms emitted for the sensor are used to prevent accidents and keep our drivers safe.

- Data

When the SmartCap detects an alteration in the brain activity, it sends an alert to the driver, therefore he/she will be able to take actions before an accident occurs. The level of alertness is classified:



- Company expectations

Tytec Logistics is committed to the Health and Safety of workers, visitors, and contractors. For this reason, the company decided to implement the SmartCap which helps the fatigue management in the workplace.

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Tytec Logistics' Drivers are expected to maintain their SmartCap in good working condition, wearing and using their device as they have been trained, and for informing their Managers or supervisor when repair/replacement is needed.

- Intervention process

The company will intervene if a worker refuses to wear the SmartCap and the interventions process in most cases involves for stage progression:

- Verbal Warning
- First Written Warning
- Final Written Warning
- Notice of Dismissal (Termination of employment)

This process will be conducted according to the performance management procedure.

Responsibilities

Senior Management is responsible for:

- Establishing and maintaining a fatigue management framework to ensure that personnel are fit for duty.
- Implementing and monitoring compliance to this policy.

Branch Managers are responsible for:

- Ensure that SmartCap risk Assessments are conducted when appropriate.
- Ensure that the SmartCap is available to Drivers.
- Ensure that the SmartCap is used properly where it is required.

HSEQ and compliance Team is responsible for:

- Assist Branch Managers in conducting SmartCap Risk Assessments.
- Assist areas in creating new procedures and policies.
- Review procedures and/or policies to ensure compliance with regulatory requirements.

Drivers are responsible for:

- Wear and use SmartCap in accordance with instructions and training received.
- Care for their device properly and guard against damage and contamination.
- Report SmartCap malfunctions or problems to the Branch Manager.



Paul Walker
Managing Director
April 2020