



Fatigue Management Policy – Why It Matters

As we enter the changing season, it's important to remember how physical and mental fatigue can impact safety, decision-making, and performance. Fatigue is a critical safety risk, and Choice Aviation is committed to managing it proactively to protect our Teams and operations. In this issue of Inside Choice Aviation, we will discuss this policy and why it matters.

Who It Applies To

This policy covers all personnel under Choice Aviation Services' operational control:

- Cargo Warehouse Teams (build-up, screening, forklift, documentation, etc.)
- Ramp Handling Crews (aircraft loading, GSE, baggage/mail handling, towing, etc.)
- Supervisors, Managers, and Contractors
- Customer Service

Why the Policy Exists

- Prevent fatigue-related errors and incidents.
- Promote safe, sustainable work schedules.
- Encourage a culture of open reporting without fear.
- Support employee health and operational reliability.



KEY RESPONSIBILITIES

Management

- Set duty limits and ensure adequate rest.
- Provide training and assess fatigue during investigations.

Supervisors

- Watch for signs of fatigue.
- Adjust workloads and ensure rest breaks.

Employees

- Arrive fit for duty.
- Use off-time for proper rest.
- Speak up about fatigue – no disciplinary action for reporting.

Duty & Rest Guidelines

- MAX SHIFT
12 hours
- MIN REST BETWEEN SHIFTS
10 hours
- MAX WEEKLY HOURS
60 (with approval)
- NIGHT SHIFTS
Limit of 5 in a row
- BREAKS
30 minutes per 6 hours worked, more in extreme conditions

Fatigue Risk Management

- Balanced shift scheduling
- Spread out high-intensity tasks
- Confidential fatigue reporting
- Health tips on sleep, hydration, and circadian rhythms
- Fatigue assessed in all incident reviews

Declaring fatigue is a **safety action**, not a performance issue. Reports will lead to adjustments – not discipline.

Let's keep safety first – for ourselves, our coworkers, and the aircraft we support. Stay alert, stay rested, and report fatigue.

Fatigue Management

Can you find all 15 words in the Fatigue Management Word Search?

performance	I S X Z H O S I G K S T R E S S S D Q G Q D Q
fatigue	K Q A E Q K G S V B N D Y F H Y R E S J E N C
wellness	X D M Q R P V A S T X J A M O N V F U C Y N O
balance	W R G T X C K N R E C O V E R Y Z E O G A N R
stress	M A C S P U I D D L N E D T M P S M B M I T V
mitigation	T P T B N N U S C R L L M W F N P C R E N T L
nutrition	W Q G X R O A R E D Z I U D R R Y O G F K A A
energy	K O M I T I G A T I O N G F E D F D V R G X L
hydrate	O H W N U T R I T I O N T S E R U K Z Y K C C
rest	I E K B U L L C W Q L S S I E K E P O O L U O
wakefulness	E C V X K M Y R E J E L J P T V A E G S J I M
recovery	R C F N D T A G Y R C H R O N I C W E W W J M
exercise	Z N Y F P P W V V X L T C N G P E U C A F G E
sleep	Y Z W V O C E I Z G R P S I J M J L N A Y P X
decompress	B F M L P S P E E K O G R R I E M E A G U S N
	S E C V C U Y V L B B S L Y W B D T L W L Z M
	G S J V L U C H O S D S N E F V V D A S U C F
	D F R L E T A R D Y H E W A P L E W B J M Q Y
	O U B R M S S E N L L E W Q M N C A E K U Y Z
	V M S R D U M R Q Y S Q N U E Q Z G H Q X Y N
	I W S Y D R U O Y L N M E R C Z C D Q U H R B
	G O J R D L D B V T O V G Y W C C Q K P W U G
	N V H R W Z J F J N C Y D D F J U R A Q K N L