



Fitness for Work Fatigue Management Standard

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Fitness for Work Fatigue Management Standard

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This Procedure specifies the minimum practice requirements for controlling for the risk of fatigue in accordance with **Section 42 of the Queensland Coal Mining Safety and Health Regulation**.

The requirements listed in this Procedure apply to all Field Team Member’s attending or working at the mine, including those attending at short notice for unplanned work.

1 Definitions

Term	Definition
Fitness for Work	To work at the site only if the worker or person is in a fit condition to carry out the work without affecting the safety and health of others. Qld Coal Mining Safety & Health Act (1999) s (39)(2)(e)
Fitness Provisions	A Fit for work assessment (Testing) The maximum number of hours for a working shift The number and length of rest breaks in a shift The maximum number of hours to be worked in a week or roster cycle
Fatigue	A state of impairment that can include physical and/or mental elements, associated with lower alertness and reduced performance. There are a number of contributing factors to fatigue, but they usually relate to lack of sleep quantity or quality, extending the time someone is awake (see wakefulness and extended wakefulness), or other work related or individual factors. Fatigue due to loss of sleep quality or quantity can be experienced after a short period of exposure to sleep loss (acute fatigue) or over a longer period of time where sleep loss has accumulated (cumulative fatigue).
Fatigue Risk factors	Common factors that can contribute to the development of fatigue.
Day Shift	A shift where the majority of hours are worked between 6am and 6pm
Night Shift	A shift where the majority of hours are worked between 6pm and 6am
Journey Management Plan	A FTM’s individual plan for travel prior to and at the end of their equal time roster

2 Fit for Work

- Fitness for work means that a person is in a physical and psychological state which enables them to perform their work tasks competently and in a manner, which does not threaten their safety, health or wellbeing, or that of others.
- On the other hand, a worker whose work performance is impaired by fatigue may be more likely to put themselves or others at risk.
- Dragline Cleaning Services PTY LTD takes a comprehensive approach to fitness for work, examining how to manage all the influences on fitness for work, rather than focusing entirely on individual factors.

- The risk of fatigue is inherent in any work time arrangement involving shift work, long hours of work, irregular hours, extended work hours and work that is physically or mentally demanding, repetitive or requires high vigilance.
- Shift work is necessary for the maintenance of efficient and profitable operations at our serviced sites hence the risks associated with shift work and non-standard hours of work need to be managed.

3 Obligation

- All personnel are reminded of their obligations as per **section 39(1)(b) of the Coal Mining Safety and Health Act** which places the obligation on a worker to give information to the Business Manager that he/she needs to know to fulfil their obligations or duties under the Coal Mining Safety and Health Act or to protect that worker from the risk of injury or illness.
- Dragline Cleaning Services PTY LTD understands that many factors, both those under the control of the individual and those that are not, may adversely impact on an individual's fitness for work. As such, it is the responsibility of the individual to notify their supervisor of any concerns about, or potential impairment of, their fitness for work.

4 Fit for Work Declaration

- All Field Team Members have the responsibility to maintain their own fitness for work.
- Individuals are responsible for reporting for work in a fit condition in which they are able to carry out their duties without risk to themselves or others.
- This includes ensuring that they are not in an unfit state for any reason including the adverse effects of medical conditions, fatigue, stress, alcohol and other drugs, and are in an emotionally stable state.
- All Field Team Members are to complete in conjunction with Dragline Cleaning Services PTY LTD administration a **Journey Management Plan** around travel to and from work at the start or end of their shift if their travel is >14 hours of a work day.

5 Electronic Site Access System

- All Field Team Member's shall log on and off on the electronic site access system, where available, each time they enter the site to commence a shift or leave the site. Alternatively, direct supervisors are responsible for monitoring each Field Team Member's hours. Time sheets must also be used to monitor hours.

6 Working Hours

6.1 Rosters

Rosters will be designed with the following minimum standards:

- The maximum shift length, including pre/post shift briefings, must be no more than 12 hours in any 24-hour period for all field team members.
- The maximum number of consecutive day shifts must not exceed 5 with two consecutive days off.
- The average weekly hours of work (including non-rostered hours) must not exceed 38 hours in any four-week period.
- Maximum total hours in a 4-week period must be no more than 242 hours for all field team member. (QGN16 view >>224 to 242 hours in 4 weeks as High Potential for Fatigue above the Guidance Note recommendation.)
- Special Circumstances include occasions when the total length of the shutdown does not exceed 9 days. Additional controls for this work would be the introduction of longer

fatigue breaks, extra night shift supervision and the analysis and task allocation of the higher risk tasks.

- Eliminating non-routine high-risk tasks on night shifts
- Improve or increase lighting levels to assist with maintaining a higher level of alertness
- The Field Team Member endeavour to create optimal sleeping conditions for day sleep
- The maximum number of hours for a shift is 14 hours (including travel)
- Fatigue education

After completing five (5) night shifts, **NO** Overtime or Call outs are permitted between the times off period stated in 10-14.

- After consideration of the risks, approval to work beyond the 14-hour limit is at the discretion of the Dragline Cleaning Services Management and Site-Specific Management.

Prior to implementation, rosters will be subject to a risk assessment and will require the approval of the SSE. The risk assessment will consider the risk factors and suggested controls detailed at [QGN Table 1: Direct risk factors and Tables 2-4: Contributing risk factors](#).

Any permanent variation to a roster will be subject to the Roster minimum standards as listed above and managed by the site's Management of Change Standard.

6.2 Breaks

Break requirements for day and night shifts are as per below:

Shift Length (hrs)	Break Requirement
8 to 10.5 hrs (inclusive of shift handover)	1 break up to a total of 30 minutes
10.5 to 12 hrs (inclusive of shift handover)	2 breaks of at least 30 minutes each

Break times are to be arranged between the Supervisor and the FTM and should be flexible to promote self-management of fatigue. However, FTMs must not operate longer than 5 hours before taking their first break.

Additional breaks are to be arranged between an FTM and their Supervisor where required to avoid and/or manage personal fatigue. Supervisors must record and monitor the instances of FTMs taking fatigue breaks.

It is preferable for the persons to take their first break between the 3rd and 5th hour, with the second being approximately 4 hours after the first.

6.3 Breaks between shifts

- There will be the opportunity for at least 10 hours for wind down and recovery within every 24-hour period. A ten (10) hour break allows for a minimum of 7 hours sleep and 3 hours for wind up /wind down.
- For a roster of 5 or more continuous working days per roster, the Field Team Member must have a minimum 48-hour break before returning to work.
- The maximum number of consecutive night shifts must not exceed 5 (except in the event of a Special Circumstances as referenced below). Following a roster cycle of night shifts, a FTM must have a break of at least 0.8 the number of night shifts worked up to 5 night shifts and for 5 nights the break must equal the number of night shifts worked.
 - E.g. If you have 5 nights on, you must have 5 nights off prior to commencing night shift.
- Time off (break) after consecutive night shifts should be equal to half the time on before recommencing day shift

- E.g. If you have 5 nights on, you must have 3.5 days off prior to commencing day shift
- In an emergency or exceptional circumstance, returning prior to the 10 hour break period can be approved by Management in conjunction with the Site Specific Senior Executive or his/her representative providing that, in doing so, it does not create an unacceptable level of risk to the individual or their work mates. Further, once the task is completed, they shall not return to work until a 10-hour absence has been observed.
- Travel to and from site is to be considered when asking somebody to return to site prior to a 10-hour break. These Field Team Member's may be offered to be driven between their accommodation facilities and the site.

6.4 Overtime and Callouts

An FTM will only be permitted to work a shift longer than 12.5 hours, but less than 14 hours where:

- A risk assessment is conducted.
- Approval has been obtained from a Superintendent or higher; and
- Appropriate precautions and controls have been agreed upon and effectively implemented.

Where an FTM is required to return to site after the completion of their rostered shift and during their rostered 'off site' break:

- Approval must be obtained from the SSE.
- Appropriate precautions and controls must be agreed upon and effectively implemented.
- The FTM must have a minimum 10-hour break before returning to work for a rostered shift.

In times of extenuating circumstances where a content expert FTM (whose knowledge or skill is necessary to perform a task) is required to return to site after the completion of their rostered shift and during their rostered 'off site' break:

- JSA completed and approval must be obtained from the SSE.
- Appropriate precautions and controls must be agreed upon and effectively implemented.
- The provision of transportation for the affected FTM to/from and on site.
- A minimum 12 hours 'off site' break before returning to work for a rostered shift.

Extending work hours beyond the fourteen (14) hour limit can only proceed on the basis of compliance with the following:

- It must be established that proceeding beyond the 14-hour limit does not create an unacceptable level of risk for the individuals or their workmates
- Assessment of risk must take into consideration travel time to and from the mine
- These Field Team Member's shall be driven from the job site to their accommodation facilities at the end of the shift

6.5 Extenuating Circumstances

In an emergency situation, a FTM may work from 14 hours up to a maximum of 16 hours on site, but only where a Job Step Analysis (JSA) has been completed and signed off by the SSE. Controls must include, but are not limited to:

- The provision of transportation for the affected FTM to/from and on site.
- A minimum 12 hours 'off site' break before returning to work.

6.6 Monitoring of Hours

The working hours of all individuals on site will be monitored by the appointed Supervisor and Site Manager to ensure that no person works excessive hours.

7 Intervening Factors

When assessing the risk of fatigue, the following contributing factors must be considered.

7.1 Work Environment Conditions

- Heat.
- Cold.
- Noise.
- Vibration.
- And other factors that will be identified via risk assessment.

7.2 Mental and Physical Demands of Work

- Concentrating for extended periods of time.
- Performing repetitious or monotonous work, or
- Performing work that requires continued physical effort.

8 Travel

Travel time (Time taken to travel from accommodation village to shutdown site and return to the accommodation village) plus rostered shift hours must not exceed 14 hours for any given shift, except for the last shift of a roster.

If travel time plus scheduled shift hours are to exceed 14 hours, the following must be provided:

- Accommodation.
- Travel to and from the accommodation.

In the case of the last shift, if a FTM's shift plus travel duration will exceed 14 hours, they are to complete a satisfactory Journey Management Plan.

Employees who are provided accommodation at villages, and are using personal transport, are expected to have checked into their accommodation village a minimum of 8 hours prior to the commencement of their first shift and must remain at their accommodation for a period of 6 hours after their last night shift. In the event employees and contractors are provided bussing service to and from their place of origin to the accommodation village the bussing arrangements engaged by the Major Shutdown site will be followed.

For travel >2 hours prior to or after a rostered shift, the workers must complete the **Journey Management Plan** and obtain sign off that it has been reviewed and is approved by the Department Manager or Delegate prior to undertaking the travel.

It is recognised that 6-8 hours' sleep between shifts is optimal, and all employees and contractors are strongly encouraged to structure their work and travel in an effort to adopt this recommendation.

9 Accommodation

Accommodation provided by the business must be suitable to obtain adequate sleep regarding both quality and quantity for the relevant shift.

10 Task and Work Environment

- Consideration must be given to the demands that work tasks may place on employees and the consequences for fatigue.
- Where it is necessary for high risk tasks to be completed on night shift, additional controls should be implemented. These may include allocating additional employees to the task or providing additional checking mechanisms ensuring safe task completion.
- Task rotation is a useful method of minimising fatigue-related risk and should be used wherever practical to minimise risk.

- Factors in the physical environment influence fatigue in workers and should be considered when determining work arrangements. The factors include:
 - Noise
 - Vibration
 - Temperature
 - Humidity
 - Lighting

11 Management of Fatigued Worker

11.1 Monitoring for Signs and Symptoms

There are signs and symptoms which may be used to identify the presence of fatigue in one's self or in others which may include but is not limited to:

- Physical signs such as excessive yawning, heavy eyelids and fidgeting.
- Mental signs such as errors and decreased coordination.
- Emotional signs such as lack of motivation and grumpiness.
- Errors caused by poor judgement, poor decision making or lack of concentration.

11.2 Action in the Event of Fatigue

Any person who believes that they, or another person, are fatigued and could be placing themselves or others at risk either at work or while travelling to/from site must immediately report this to their Supervisor. Supervisors must immediately take steps to manage the risk of fatigue to as low as reasonably achievable.

Typical countermeasures to be considered include, but are not limited to:

- Caffeine
- Napping
- Lighting
- Buddying up
- Journey management plan
- Altering the task

12 Managing and Reporting Procedure

In the event a workers' ability to perform normal duties becomes seriously compromised (e.g. fatigue brings an unacceptable level of risk) while at work, it is the individual's duty of care to report that risk to their Supervisor.

Any Field Team Member who completes a Fatigue Score Calculator sheet will indicate their level of fatigue at the commencement of their shift. If the Field Team Member reports a Level 3 or higher level of fatigue, the supervisor shall complete **Fatigue Checklist**.

At any time, the supervisor can assess the Field Team Member's level of risk due to fatigue using the Fatigue Checklist.

If the Supervisor considers that person as not "Fit for Work" because of observed behaviour, the following options shall be available:

- Task Rotation Option: The Supervisor manages the risks associated with fatigue by rotating the individual between tasks
- Break in Shift Option: The individual is able to take a break in the shift in optimal conditions (away from heat sources etc). Sleeping during paid work hours without authorisation of the supervisor is not permitted.
- Go Home Option: If it becomes apparent that the individual is simply unable to continue working safely due to fatigue, the individual shall be taken to their home or sleeping

quarters. (No disciplinary action for one-off events shall be taken other than recording the unfinished shift as an absence). Individuals are not to drive themselves; travel shall be arranged.

Various fatigue management tools may be considered on site as fatigue management options at the discretion of the supervisor.

An individual may request to move from shift work to day work if there are sound reasons for the request. Management shall consider each request on a case by case basis.

13 Managing Individuals who are unfit for Work

- Dragline Cleaning Services PTY LTD shall only become involved if an individual's behaviour or state has the potential to impact on safety or performance. In such cases, the Supervisor/Foremen/ Manager and their delegates shall manage these behaviours or states regardless of whether they resulted from activities during work times or otherwise.
- As soon as the Supervisor/Foremen/Manager or their delegate becomes aware, they shall confidentially discuss any evident or suspected fitness for work issue with the individual concerned. They shall allow such individuals to be accompanied at any such discussion by a work colleague or other appropriate support person.
- The Supervisor/Foremen/Manager or their delegate shall ensure that an individual's promotional opportunities and job security are not jeopardised as a result of their need to seek assistance to address fitness for work issues.
- They shall refer employees for appropriate medical or other professional assessment where there may be medical or other factors that affect an individual's fitness for work. In such cases, the Supervisor/Foremen/Manager or their delegate shall direct the employee to the nominated medical adviser.
- The worker may elect to see their own medical practitioner.
- Doctors who are not Nominated Medical Advisers can undertake health assessments provided they are under the supervision of the Nominated Medical Adviser. However, only the Nominated Medical Adviser can complete and sign Section 4 of the health assessment report.
- The Supervisor/Foremen/Manager or their delegate shall ensure that individuals with fitness for work issues are held accountable and demonstrate a clear and consistent improvement in their job performance.
- The Supervisor/Foremen/Manager or their delegate shall require satisfactory proof from the Nominated Medical Adviser or other specialist provider that the issue has been satisfactorily resolved and they are fit for normal duties prior to the individual returning to work.
- Any decision regarding expenses for non-work-related impairment treatment shall be at the discretion of the Manager.

14 Records

- The Supervisor/Foremen/Manager or their delegate shall ensure information and records about a person's fitness for work obtained under this procedure is used only for deciding the person's fitness for work at the mine.
- They shall be destroyed:
- For an employee or a regular contractor—18 months after the employee ceases to work
- The Supervisor/Foremen/Manager or their delegate shall ensure a copy of each individual's Journey Management Plan is kept within our SHMS. If the travel location changes and falls >2 hours before or after of an equal time rostered shift, a new Journey Management Plan must be completed.

15 Support Programs

15.1 Sleep Apnoea Support Program

Where an employee identifies that they are having issues with sleeping, or where they have been identified as high risk for sleep apnoea, a medical plan is required.

16 Education

Employees are provided with a brief upon Induction on the Fatigue Management requirements.

17 Personal Fatigue Management

17.1 Sleep Hours

FTMs should plan to meet the following minimum personal sleep standards as a minimum:

- More than five hours sleep in the 24 hours immediately prior to the start of shift.
- More than 12 hours sleep in the 48 hours immediately prior to the start of shift; and
- Where FTMs use a Continuous Positive Airway Pressure (CPAP) Machine to assist with their sleep, they are to use it as directed.

In the event that an employee does not meet the personal control standards outlined above, they are to report this to their Supervisor for management in accordance with this procedure.

17.2 Other Factors

FTMs are to consider the risks of fatigue in the workplace on the safety of themselves and other workers. Consideration should be given to:

- The type of activities and duration of sleep undertaken prior to the commencement of work.
- The length of travel prior to and following the completion of work.
- Activities performed during days off.

Any person who believes that they are fatigued and could be placing themselves or others at risk must immediately report this to their Supervisor.

FTMs who have employment in addition to their commitment to Dragline Cleaning Services Pty Ltd, or FTMs who have other places of work are required to seek approval and must be required to satisfy the Manager that any potential risk of fatigue has been satisfactorily addressed. This is also intended to cover work undertaken immediately prior to working for Dragline Cleaning Services Pty Ltd if in aggregate it would not satisfy the provisions of this Fatigue Management Procedure.

18 Records

Information and records about a person's fatigue obtained under this Procedure must only be used for deciding the person's fitness for work.

Such information and records must be destroyed:

- For an employee of a regular contractor—18 months after the employee ceases to work.

19 References

Reference	Title	Hummingbird No.
Legislation	QLD CMSH Act	
	QLD CMSHR	
	DNRM Mining Hazard Database: Fatigue, Fitness for Work, Vibration, Working Environment & Noise	
Recognised Standards	DCS Safety Management Plan	



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Reference	Title	Hummingbird No.
Guidance Notes	QGN 16 Guidance Note for Fatigue Risk Management 2013	
Codes of Practice	Safe Work Australia: Guide for Managing the Risk of Fatigue at Work. Nov 2013;	

Appendix A: Assessment for Fatigue



Fatigue Management
Assesment Form

Assessment for Fatigue		Completed by:	
		Date / Time:	
Employee Details:			
Name:			
	Yes	No	Comments
What can be observed about this person's functioning / behaviour?			
Is there a significant change in the person's behaviour?			
In what area has there been a change?			
Physical Symptoms 1. Eyes bloodshot 2. Slower movements 3. Poor coordination 4. Slower than normal response time 5. Yawning			
Cognitive Functioning 1. Distracted from task 2. Poor concentration/lapses in concentration. 3. Doesn't complete tasks 4. Short-term memory loss (forgets instructions) 5. Nodding-off momentarily 6. Fixed gaze and/ or reports blurred vision 7. Incoherent Speech			
Emotion/Motivation 1. Seems depressed 2. Irritable 3. Easily frustrated with tasks			
Work 1. What tasks have they been working on this shift? 2. Are those tasks "Extreme or high-risk" for fatigue? i.e repetitious or hot conditions 3. If Yes, How long have they been working on that task?		Hrs	
Breaks 1. When did they last have a break in shift? 2. How long was that break?		Hrs Hrs	
Fatigue Management 1. When did they last drink some water or eat something? (dehydrated or hungry?) 2. What do they usually do to prevent fatigue?			

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Appendix B: Fatigue Score Calculator

Use the following card as a guide to determine if you or one of your employees may be at risk of fatigue during the current shift or awake period.

Step 1. Assess the amount of sleep during the last 48 hours to determine values for X, Y and Z

How much sleep have you had in the last 24 hours?	X	
How much sleep have you had in the last 48 hours?	Y	
How long will you have been awake (in total) from when you got up today through till the end of your working day?	Awake Time	
Calculate the difference between your awake time today and the amount of sleep you had in the last 48 hours (i.e. Z = Awake Time – Y)	Z	

Step 2. Calculate the sleep scores for X, Y and Z using the table below

Sleep in last 24 hours		Sleep in last 48 hours		Difference between total Awake Time today and Sleep Y			
X	Score X	Y	Score Y	Z	Score Z		
0	24	6	12	0 or less	0		
1	20	7	10	1	1		
2	16	8	8	2	2		
3	12	9	6	3	3		
4	8	10	4	4	4		
5	4	11	2	5	5		
6	0	12	0	6	6		
> 6	0	> 12	0	7	7		
X		Y		Z		X+Y+Z	

Step 3. Total up the scores you have for X, Y and Z to get your fatigue risk score (Risk score = X+Y+Z).

Compare this against the fatigue risk profile below and determine appropriate control strategy.

Fatigue Risk Profile	Score	Strategy
Low Risk	0 to 4	Use individual strategy/control measures. Self-monitoring for signs/symptoms of fatigue
Medium Risk	5 to 10	Develop fatigue management strategy. May include supervisor checks, task rotation, work in pairs/groups, or re-assignment to alternative tasks as appropriate
High Risk	>10	If appropriate alternative suitable tasks are not available, then consider arrangements for employee to be assisted home.

Example

The following examples are based on a 12-hour shift commencing at 6.00am with 2 hours awake prior to commencing the shift (**Awake time = 14 hours**). The risk score indicates the potential level of risk at the end of your shift or awake period (i.e. refer to the table above in Step 3)

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Ex 1: 8 hours sleep and 6 hours sleep for the previous two periods					
X	Score X	Y	Score Y	Z= (Awake Time – Y)	Score Z
8	0	14	0	14 -14 = 0	0
Risk Score (X+Y+Z)					0

Ex 2: 6 hours sleep and 4 hours sleep for the previous two periods					
X	Score X	Y	Score Y	Z= (Awake Time – Y)	Score Z
6	0	10	4	14 -10 = 4	4
Risk Score (X+Y+Z)					8

Ex 3: As for example 2, but then driving a car for 3 hours or other similar distance to a coastal area (Total awake = 17 hours)					
X	Score X	Y	Score Y	Z= (Awake Time – Y)	Score Z
6	0	10	4	17 -10 = 7	7
Risk Score (X+Y+Z)					11

Risk			
	Yes	No	Comments
1. Has a fatigue-related incident occurred?			
2. What has occurred?			
3. Has the person (self-report/ by another person) been identified as at fatigue risk?			
4. Is there a risk associated with the person's functioning/behaviour? (i.e. risk to self, others or equipment)			
5. If yes what is the risk?			
6. If Yes, what is the level of risk? Extreme. _ High _ Moderate _ Low (your best estimate)			

Conversation	
Insight/Understanding 1. What is the person's explanation of what you have observed?	

Action by Field Team Member

If risk is extreme or high:



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Supervisory Action

1. What is the level of risk associated with this person's continuing without intervention?			
2. If that risk is extreme or high, what steps need be taken to minimise the immediate risk? a. Task rotation option b. Fatigue or rest breaks c. Go home option d. Other			

Field Team Member Assessed Signature_____ Date_____

Supervisor (if reported to supervisor) Signature_____ Date_____

Appendix C: Fatigue Management Bulletin

Department of Transport and Main Roads

Information Bulletin

Fatigue Management

PT 21/01.14

What is driver fatigue?

Driver fatigue, or tiredness, is a general term used to describe the experience of being "sleepy", "tired" or "exhausted". Symptoms include restlessness, boredom, inability to maintain a steady speed and sore or tired eyes. Fatigue is not just a problem for drivers on long trips as any drivers can also suffer from fatigue even on short trips.

The effect of fatigue is both a physiological and a psychological experience and can severely impair judgement when driving. Driver fatigue can cause lapses in concentration which could prove fatal.

Fatigue is involved in up to 30 per cent of fatal crashes and up to 15 per cent of serious injuries requiring hospital treatment. Being awake for more than 17 hours is similar to having more than two standard drinks and having a blood alcohol content of more than 0.05.

The problem with fatigue is that it slowly develops and drivers often do not realise they're too tired to drive safely. Drivers must learn to recognise the warning signs and take a break before it is too late.

Legislative requirements

Under section 10 of the *Transport Operations (Passenger Transport) Standard 2010* (the Standard), a driver of a public passenger vehicle must not operate a vehicle while fatigued.

Section 21 of the Standard imposes a requirement on operators of a public passenger services to take reasonable steps to ensure that each driver complies with the fatigue management requirements.

If a driver operates a vehicle or a combination with a gross vehicle mass of more than 12 tonne or a bus that can carry more than 12 adults (including the driver) they must also comply with the requirements of the *Heavy Vehicle National Law Act 2012*.

This national legislation came into effect on 1 October 2013 and is managed by the National Heavy Vehicle Regulator. The new laws introduced some changes which bring Queensland in line with the other participating jurisdictions, reducing confusion for drivers

The general duty on all parties under the Chain of Responsibility laws to take reasonable steps to ensure road transport laws are complied with and to manage driver fatigue remain unchanged under the new national laws.

This information bulletin provides suggestions for both drivers and operators on how to identify and prevent driver fatigue. This information bulletin is intended as a guideline only and may not be taken as a point of law.

Additional information about managing heavy vehicle driver fatigue may be found on the Department of Transport and Main Roads' website at www.tmr.qld.gov.au or on the National heavy Vehicle Regulator's website at www.nhvr.gov.au.

Great state. Great opportunity.



Causes of fatigue

- Inadequate amount or quality of sleep over an extended period.
- Sustained mental or physical effort.
- Disruption of the normal cycles of daytime activity and night sleep.
- Environmental stresses during sleep (such as light, heat and noise).
- Medication (some medications cause drowsiness).
- Diagnosed or undiagnosed sleep disorders (sleep apnoea, insomnia and narcolepsy).
- Obesity/bad dietary habits.
- Night work (causes sleep implications as daytime sleep is less restorative than nocturnal sleep).
- Workload and lifestyle choices (illness, childcare, sport, socialising, studying).

How to identify fatigue

- Repeated yawning.
- Loss of attentiveness.
- Slower reaction times.
- Impaired judgement.
- Feelings of drowsiness or tiredness.
- Reduced alertness.
- Sore, red and tired eyes.
- Dim or fuzzy vision.
- Droning or humming in ears.
- Wandering or disconnected thoughts.
- Mood swings (feeling irritable and restless).
- Daydreaming.
- Muscle stiffness and cramps.
- Difficulty in keeping your head up or eyes open.
- Your driving speed creeps up or down.
- You find it difficult to maintain your lane position when driving.

How to prevent fatigue

FOR DRIVERS:

In-vehicle fatigue management strategies –

- Stop regularly, at least once every two hours and take short breaks. Walk around for a while, exercise and breathe deeply.
- Counteract fatigue with regular healthy food and drink. High protein and low glycaemic index (GI) foods are best, for example, a salmon sandwich on wholegrain bread. (Avoid excessive consumption of high calorie, high fat and high GI foods such as thick shakes as these can make you drowsy).
- Carry plenty of drinking water in the vehicle.
- Wear sunglasses when driving to minimise glare.
- Do not exceed the maximum driving periods specified by legislation.
- Check what prescription medicines you are taking - some can affect your alertness or cause drowsiness. Check with your pharmacist or doctor.

General fatigue management strategies -

- Ensure adequate sleep (minimum six consecutive hours in a single 24 hour period, however the average required on a sustained basis is about seven to eight hours).
- Set up conditions at home (and the vehicle) so you can get as much sleep as possible. (Reduce noise, light and disturbances).
- Enlist family support for a peaceful environment when sleeping (particularly when sleeping in daylight).
- Stress management (work related and personal stress).
- Improve general health and fitness. Exercise. Avoid being overweight.
- Have regular health checks. Ensure that you do not have a sleep disorder or other medical conditions that could affect your driving ability.
- Check what prescription medicines you are taking - some can affect your alertness or cause drowsiness. Check with your pharmacist or doctor.

FOR OPERATORS:

General fatigue management strategies for your staff -

- Control and monitor shifts to minimise driver fatigue. (Drivers must work to the regulated work and rest arrangements).
- Reduce or eliminate irregular shift patterns. The impact of fatigue is greater for drivers with irregular shift patterns.
- Incorporate short breaks in shifts.
- Arrange the driver's roster to maximise the opportunity to recover from the effects or onset of fatigue.
- Encourage health and fitness of drivers.
- Provide information to promote driver health.
- Be aware if drivers have a second job.
- Does the driver's lifestyle contribute to fatigue (sporting commitments, study commitments, new parent or illness)? For example, a full day of study followed by a work shift, is very tiring as it is the number of hours a driver has been awake not just the length of the shift, that contributes to fatigue.

Consider the questions below to assist you in managing your drivers' fatigue.

- 1. Scheduling and rostering** – the scheduling of trips should allow for drivers to take adequate rest breaks and provide drivers with the flexibility to manage their fatigue.
 - a. Do you consider fatigue management measures when rostering drivers?
 - b. Do you allow sufficient time for drivers to take adequate breaks?
 - c. Are drivers provided with sufficient days off to recover from the cumulative effects of fatigue caused by extended periods of work?
 - d. Are drivers regularly asked to drive during the peak fatigue times, namely 2pm - 4pm and 10pm - 6am?
 - e. Do drivers ensure that they consider the impact of activities such as recreational activities and personal life on their well-being and capacity to work safely?
 - f. Are drivers using time off responsibly to prepare for/recover from the fatigue effects of work?

- | |
|--|
| <p>2. Training and education – all personnel should be provided with training on the prevention of fatigue.</p> <ul style="list-style-type: none">a. Are drivers and management provided with training and education on fatigue management issues?b. Are drivers given a copy of Workplace Health and Safety Queensland "Managing fatigue: a guide for the workplace"?c. Do drivers/management have the knowledge and skills to practise effective fatigue management?d. Are drivers/management tested on their knowledge of fatigue management (for example, by a quiz?)e. Is the fatigue management training revisited on a periodic basis?f. Has a formal fatigue management program been developed that caters for the needs of your organisation?g. Are drivers provided with information on their Occupational Health and Safety responsibilities?h. Does management actively encourage fatigue management training?i. Do management initiate contact with the driver to monitor fatigue? |
| <p>3. New drivers – induction program</p> <ul style="list-style-type: none">a. Are new drivers provided with fatigue management training?b. Are new drivers given a copy of Workplace Health and Safety Queensland "Managing fatigue: a guide for the workplace"? |

Additional information

The information contained in this bulletin has been produced as a guide to assist in the understanding of the legislation and policy. Clarification of any information in this bulletin may be obtained from the Department of Transport and Main Roads by contacting your local Passenger Transport office of the Department.

This bulletin is an interpretation of the relevant Acts, Regulations and Standard and should not be used as a reference to a point of law.

Copies of the *Transport Operations (Passenger Transport) Act 1994*, *Transport Operations (Passenger Transport) Regulation 2005* and *Transport Operations (Passenger Transport) Standard 2010* can be purchased from LitSupport Pty Ltd on 07 3223 9202 or email legislation@litsupport.com.au.

The legislation may be viewed on the internet at www.legislation.qld.gov.au. Additional information about public passenger services is available on the Department of Transport and Main Roads internet site at www.tmr.qld.gov.au.

Appendix D: Fatigue Management Declaration



Fatigue Management Declaration

FATIGUE MANAGEMENT DECLARATION				Status:			
<p>This form is required to be completed by all short-term service providers and labour hire contractor and approved by the Superintendent / Department Manager prior to commencing work on site. A new form is required for each separate work period on site. Completed declaration must be maintained as a record by DCS Administration.</p>				Business Owner:			
				DCS			
Employee Details:							
Name:		Company:		Proposed Start Date and Shift:			
14 Day work History (including days off) – prior to the proposed shift commencing							
Date	Workplace	Hours commute to	Hours worked	Hours commute from	Total Work + Commute Hours	Day/Night Shift	
e.g 1/6/19	Dounia	2	10	.5	12.5	Day	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
EMPLOYEES DECLARATION							
I declare that I am presently fit for work and that my 14 day work history detailed above is true and correct.							
Signature:			Date:				
APPROVAL CRITERIA							
Shifts	Hours	The proposed total hours commute to site worked, and hours commute from site must not exceed 14 hours.		Breaks	Recovery after a shift	The minimum break before commencing work at site must be 10 hours.	
	Average hours per week onsite	The maximum number of hours worked per week must not exceed an average of 60 hours over a 4 week period.			Night shift reset	After 3-4 night shifts	>2 days
	Consecutive shifts	The maximum number of consecutive day shifts must not exceed 5.				After 5 night shifts	>4 days
Superintendent Signature / Department Manager (SITE)			Signature		Date		



Fitness for Work Fatigue Management Policy

Appendix E: Journey Management Plan



Journey Management Plan

This Journey Management Plan (JMP) must be completed by the commuting person with their Supervisor. Completed JMPs are to be submitted to Dragline Cleaning Services Administrators.

Department Administrators are to scan a copy to [your personnel file](#).

PERSONAL INFORMATION					
Full Name:		SITE ID:		Position:	
Phone:					
Site:					
Home Address:	Street:	Town / City:		Postcode:	

FATIGUED RELATED INFORMATION & ACKNOWLEDGEMENT		
Have you read and understood DSC Fatigue Management Policy	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no contact Management team for review. If Yes, Provide date of review:
Have you got a second job, business or other work.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes please provide details
<i>In the case where this is a site specific Journey Management Plan this takes precedence and is required to be completed prior your allocated scheduled shift.</i>		

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Journey Management Plan

Communicate Information:				
At the beginning a Series of Shifts:				
List each Journey Step	Distance	Journey Step Departure / Arrival	How Long have you been awake?	What will you do to manage journey risk?
<i>e.g. Drive from home to site accommodation</i>	<i>800km</i>	<i>Depart 9am arrive 10am</i>	<i>7 hours</i>	<i>Adequate sleep, rest times checks and breaks</i>
At the end of a Series of Shifts:				
List each Journey Step	Distance	Journey Step Departure / Arrival	How Long have you been awake?	What will you do to manage journey risk?
Alternate arrangements when the above is not followed: E.g. Normally catch bus from Mackay to Moranbah. Alternate method is to drive. HList how you manage journey.				

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Fitness for Work Fatigue Management Standard



Journey Management Plan

Further Comment in Support of this plan (e.g. weather, emergency, overtime.)

EMPLOYEE DECLARATION

I will adopt these controls to assist me in managing the fatigue risk for my journey. If any of these details change, or if there is any change in my ability to manage commute fatigue, I will report this to my Supervisor immediately and complete a new *Journey Management Plan* if required.
I am aware of the fatigue management controls documented in my specific roster *Fatigue Control Plan* and understand that I must comply with those controls. **I will stay within my 14hours inclusive of commute** when in charge of motorised vehicle or will find alternative means of transport

Employee Signature:		Date:	
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ADMINISTRATION USE ONLY

Submitted to administration Team

Date:

Scanned:

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