

Fatigue Management

Aim

Studies have shown that impairments in performance equivalent or worse than at a BAC of 0.05% occur around 18 hours on average after waking. Driving home after a long workday, for example, may put you at increased risk of an accident. Drivers who have been awake for more than 18 hours are likely to be significantly slower at reacting and will be increasingly likely to miss information as the period of sleep loss increases even further.

This procedure is designed to prevent health and safety risks resulting from fatigue related impairment. Fatigue increases the chance of injuries occurring and affects a person's health and wellbeing.

Fatigue related impairment is considered an identifiable workplace hazard. The most effective means to manage the effects of fatigue is to have restorative sleep.

The first order of control to manage fatigue is to ensure that work scheduling and other conditions provide for the opportunity for restorative sleep. The duration of breaks or limits of planned work schedules and commuting promoted in this procedure are based on the opportunity for restorative sleep.

Scope

This procedure applies to all Opensore employees, contractors, and visitors.

This procedure applies at all places of work, including Opensore and customer sites, and when travelling on behalf of Opensore or its customers.

Fatigue Policy

The maximum total working hours limits are to be applied without exception.

Single Day Work Period

The maximum allowable total working hours for a single day, including travelling time is 17 hours.

A maximum of 2 x 17-hour periods can be worked consecutively.

A maximum of 3 x 17-hour periods can be worked in any 7-day period.

The Total Working Hours are calculated door to door and include:

1. Hours worked.
2. Travelling time, specifically:
 - Commuting – car & train/bus
 - Extended car travel
 - Air travel – including waiting time.

Cumulative Fatigue

There is also a cumulative effect on fatigue, greatly increasing tiredness on the second or succeeding days.

Fatigue levels will vary depending on workload, length of shift, previous hours and days worked, and time of day or night worked, which makes it difficult to manage cumulative fatigue through formal processes. Rather, every employee should be aware of the effects of cumulative fatigue and allow periods for recovery. As a guideline, hours of active work (on-site labour and driving) should not exceed 84 hours in any seven days, or 242 hrs in a four-week period. If these limits are reached, the employee can apply to be rostered so that they can catch up on lost sleep.

Risk Assessments

Risk assessments to identify fatigue risks are to be conducted:

- when planning jobs and allocating work.
- prior to implementing new shift roster working arrangements or varying existing shift working arrangements.
- prior to approving any extension to working hours beyond 14 hours.

Roles and Responsibilities

Fatigue management is a shared responsibility between Opensore and its individual employees because it involves factors that occur both in and outside of the workplace.

If you are experiencing fatigue, it is important to discuss the issue with your immediate supervisor or alternatively contact the General Manager.

Fatigue management is a greater concern for those employees engaged in commuting to and from customer sites, in particular, for those travelling interstate, overseas or into remote areas of Australia. Excessive commuting time combined with extended work hours may reduce the time available for adequate recovery periods and therefore, substantially increase fatigue. Opensore requires its personnel to ensure that they have arranged appropriate overnight accommodation for long commute jobs.

Directors

Directors are responsible for:

- ensuring the effective implementation of this Procedure.
- ensuring the principles and goals of this procedure are communicated and adhered to
- monitoring compliance and ensure audits and reviews are conducted.
- ensuring key personnel and management staff are informed of the risks associated with fatigue and how to control risks; and
- ensuring adequate resources and support is provided for effective implementation.

Supervisors

Supervisors are responsible for:

- scheduling work rosters.
- coordinating travel and accommodation for mobile personnel.
- monitoring hours travelled and worked by mobile personnel and ensuring the principles of this procedure are adhered to and the maximum allowable working hour limits are not exceeded.
- incorporating feedback and personal requirements from mobile personnel when scheduling travel and work rosters; and
- ensuring adequate opportunities are provided for rest and sleep.

Mobile Personnel

All mobile personnel are required to:

- ensure working hours, shift rosters, and shift cycles are structured and managed to avoid or minimise fatigue; and
- provide feedback to Supervisors to ensure adequate information is provided to allow for rest and sleep.

All mobile personnel are required to identify situations in which there is likelihood of exposure to fatigue prior to its occurrence and to take the appropriate actions to reduce that exposure to an acceptable level.

All Personnel

Ensure you obtain adequate sleep you are not in a fatigued state before commencing a work. Be aware of the symptoms of fatigue and take appropriate action to ensure your safety and the safety of others.

Heavy Vehicle Operation

When required, heavy vehicle operation is conducted within **Standard Hours** for solo drivers as defined by the National Driving Hours Regulation as detailed in the [Heavy Vehicle Driver Handbook](#) - Section 3 Table 1

Medical Evaluation

Employees working for Opensore may be required to undertake a pre-employment medical examination, depending on the position.

It may be necessary to seek professional help for the management of ongoing fatigue under some circumstances.

Counselling and Support

Opensore recognises that some Employees may require treatment and/or support for fatigue related issues. If an Employee believes he or she requires assistance, or where Opensore's management considers that a person may require assistance, that Employee will be encouraged to obtain treatment and/or support through:

Professional Counsellors:

- Community Health Services.
- Support groups or other specialist services.
- Rehabilitation and RTW Coordinators.
- Medical Practitioners.
- An Occupational Health Nurse or Health and Safety Adviser.

Opensore will provide appropriate treatment and/or support programs in accordance with the organisation's procedure for Workplace Rehabilitation and the relevant SafeWork Claims Program.

Training

Education and training will be provided to ensure Opensore employees and supervisors are able to:

- Understand fatigue and the factors that contribute to fatigue.
- Understand and implement fatigue management practices in work and personal operations.
- Understand and make decisions regarding work hours and rosters.

Records

Incidents

Incidents are recorded and investigated by raising an Incident Report through the Management System

Work Hours

Work hours are recorded on job sheets.

Related Documents

- Corrective Action & Continual Improvement