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1 PURPOSE

The purpose of this document is to provide guidelines for the management of fatigue risk in the workplace.

2 SCOPE

Fatigue in the workplace can lead to loss of alertness that, dependent on the task being carried out, may introduce increased risks to the task that may require appropriate control measures to be applied. These procedures apply to all workplaces controlled by the Corporation.

3 DEFINITIONS

3.1 Fatigue

Fatigue is an individual's reduced performance or ability to carry out normal duties safely resulting from, but not limited to: insufficient sleep or poor quality sleep; working at a time the individual would normally be asleep; or prolonged performance of mentally or physically demanding activities.

Fatigue may also result from or be exacerbated by stress, consumption of alcohol, drugs (both prescribed and non prescribed), physical or mental illness.

3.2 Symptoms of fatigue

Behavioural symptoms may include irritability, inappropriate emotional responses.

Physical symptoms may include persistent yawning, fidgeting, eyes closing, cold/hot, lack of coordination, no appetite.

Psychological symptoms may include low concentration, low recall/memory, slow or unclear speech and communication skills.

3.3 Fatigue Risk

The level of risk based on the level of fatigue, the complexity and demands of the task being performed and the likely consequence that lack of attention and/or dexterity may have.

3.4 Fitness for Work

An individual is in a physical, mental and emotional state which enables them to perform assigned tasks competently and in a manner which does not compromise or threaten their own safety and health or that of others.

An individual may be unfit for work for a variety of reasons including adverse effects of fatigue, consumption of drugs or alcohol, physical illness or injury, impairment or mental illness.

4 RESPONSIBILITIES

4.1 Employees

Employees are responsible for:

- Attending work in a fit and ready state to undertake normal duties.
- Understanding their personal sleep and rest requirements.
- Ensuring appropriate rest and sleep between work shifts.
- Recognising and seeking assistance for sleep related problems.
- Reporting the situation immediately to their Team Leader if affected by fatigue.
- Applying fatigue risk management awareness to monitor and assess themselves and others in the workplace in relation to fatigue.
- Advising their Team Leader/Shift Manager that their attendance at work requires, or is likely to require, an informal or formal risk assessment to be carried out.

4.2 Team Leaders

Team Leaders are responsible for:

- Responding to employees affected by fatigue and putting appropriate control measures in place.
- Being aware of their individual team members and their personal circumstances, that may affect their fitness for work.
- Monitoring team members with issues relating to fatigue, ensuring their fitness for work and, where necessary, encouraging them to seek appropriate assistance.
- Monitoring the alertness of team members through conversation and observation.
- Encouraging team members to report suspected symptoms of fatigue.
- Ensuring risk assessments are carried out where appropriate.

4.3 Safety Team

The Safety Manager is responsible for:

- Ensuring fatigue is considered in risk assessment documentation.
- Ensuring fatigue is considered in safety incident analysis.
- Organising and monitoring appropriate training programs such as fatigue awareness and risk management.

4.4 Management

Managers are responsible for ensuring:

- Shift patterns are appropriately structured to provide adequate breaks.
- That when overtime is required to be worked, fatigue risk is taken into consideration when planning coverage.
- Assistance is available to employees to deal with fatigue related issues.
- Systems, procedures and training are in place to assist in managing fatigue related risk.

5 MANAGEMENT OF FATIGUE RISK

5.1 Employees have sufficient opportunity for sleep

5.1.1 Shift Patterns

Operations require a 24 hour x 7 day coverage. The design of shift patterns shall meet operational requirements while taking into account adequate breaks to allow employees the opportunity for rest and sleep. Where possible roster patterns should be predictable and regular.

5.1.2 Overtime

The management of overtime will allow breaks away from work to provide sufficient opportunity for rest and recovery time.

When working overtime a two stage process of assessment shall be carried out dependent on the hours having been worked.

	Informal Assessment: 1st Stage	Risk Assessment and Production Manager Approval: 2nd Stage
Hours in one shift	> 14 hours	> 16 hours
Hours in any 7 day period	> 60 hours	> 72 hours
Hours in any 14 day period	> 108 hours	> 120 hours
Consecutive days of work	> 6 days	> 8 days

1st Stage – Informal assessment

The employee and Team Leader or Shift Manager shall assess and document the employee's fitness to continue work. This may include a discussion regarding the employee's physical status and alertness.

2nd Stage – Risk Assessment

A risk assessment shall be completed and the approval of the Production Manager obtained. Travel home shall also be considered and appropriate control measures put in place.

5.2 Employees understanding for adequate sleep

Awareness sessions to assist employees to understand their responsibilities to present themselves fit for work are to be conducted, particularly for those employees working rotating shift work patterns. Such sessions will focus on the importance of adequate sleep, techniques and strategies to adopt when working shift work.

Employees who may experience sleep disorders, or who appear to have inadequate sleep and rest, shall be encouraged to seek assistance in improving their fitness for work. According to the employee's needs, interventions may include medical treatment, counselling or education.

5.3 Responding to fatigue symptoms

Awareness sessions will assist Team Leaders and employees to identify fatigue symptoms and to respond appropriately. The response will centre on putting into place suitable control measures relating to the risk associated with fatigue and the possible consequences of incorrectly performing the task.

5.4 Controls for fatigue related error

The desired outcome is to reduce fatigue risk to the lowest level possible, but it is recognised that risk is an inherent part of work. Control measures shall be implemented wherever practicable to minimise the effects of fatigue related errors. The hierarchy of control is to be applied as appropriate to the identified hazard and risk. These could include plant modification to reduce associated fatigue factors or procedural mechanisms such as task rotation, routines, rest periods or administrative measures.

5.5 Continual improvement

5.5.1 Incident analysis

Fatigue should be considered as a possible causal factor in errors or safety related incidents by taking into consideration the following questions:

- Did the employee have sufficient sleep opportunity?
- Did the employee have sufficient sleep?
- Was the employee displaying fatigue related symptoms prior to the incident?
- Has the employee made fatigue related errors in the past?
- Was the task being performed likely to be affected by fatigue?
- Did the task being performed introduce a fatigue risk?

5.5.2 Auditing and review

Compliance with this Standard will be monitored and reviewed by the Safety Manager. Fatigue related incidents shall be reported through the normal safety incident reporting system.

5.5.3 Training

Training shall be carried out on an as needs basis.

6 REFERENCES AND RELATED DOCUMENTS

6.1 External documents

- *Fatigue Prevention in the Workplace*, June 2008, Worksafe Victoria / WorkCover NSW
- *Policy Guidelines for a Risk Management Approach for Shiftwork*, Undated, Baker, A; Fletcher, A; Dawson, D
- *Managing Fatigue: It's about sleep – stupid*, Undated, Dawson, D, PhD; McCulloch, K

6.2 Internal documents

SAFF 017 – Fatigue Risk Management Individual Assessment

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DOCUMENT PREPARED BY:	C Duck – Production Manager/Liddell T A Frazer – Manager/Human Resources
REVIEW COMPLETED:	
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Document Endorsed by:	
	T A Frazer Manager/Human Resources
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Document Approved by:	
	G V Every-Burns Chief Executive & Managing Director
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