

Fatigue Management & Fitness For Work Procedure

1. Purpose

The procedure is designed to provide a framework for managing, understanding, minimising, and controlling the risks associated with fatigue in the workplace.

The aim of the Fatigue Management procedure is to ensure:

- a. Individuals are fit for work
- b. The College meets its obligations to employees, contractors and community carrying out its operations safely
- c. A safe work environment by minimising hazards and managing risks associated with fatigue
- d. Informed decisions are made in relation to hours of work, working arrangements and shift roster systems
- e. Ongoing assessment and monitoring of fatigue risks
- f. Assistance through a range of preventative initiatives is offered including education and training strategies to help manage fatigue and related risks

2. Scope

This Procedure applies to all College staff and volunteers. The Fatigue Management Procedure also applies to all approved Providers & Contractors whilst on College sites or whilst carrying out activities on the Colleges behalf.

3. Responsibilities

All College Employees, Contractors and Volunteers are responsible for complying with the requirements of this procedure.

Employees and Contractors are responsible for carrying out their duties in a safe manner and that they present fit for work.

All employees & Contractors must:

- a. Report problems relating to their fitness for work as soon as these become known
- b. Cooperate with the College in assessing fitness for work problems and designing suitable controls
- c. Manage individual factors such as fatigue, alcohol and drug use.

4. Application & Implementation

This procedure applies to all College sites and whilst carrying out activities on the Colleges behalf off College sites.

Employees acknowledging fit for work requirements and their willingness to comply with this and related procedures as part of their letter of offer

The procedure is implemented through a combination of:

- a. Staff recruitment procedures
- b. Staff training
- c. Effective notification procedures
- d. Initiation of corrective actions necessary, including referral to counselling services

Approved Providers, Contractors and Subcontractors are to acknowledge and comply with college procedures whilst on College sites or whilst carrying out activities on the Colleges behalf.

Volunteers by acknowledging the visitor induction, declare themselves Fit for Work

5. Requirements

5.1 Work Hour Rules

The following are general rules relating to working hours, individual departments will implement working hours/rosters through risk management practices and to meet college requirements. Review and consideration of these may occur through a process of formal risk assessment prior to undertaking roster change/implementing a new roster.

Work Hours	Rules
Up to 12 ½ Hours	Individual assesses fitness for work.
12 ½ to 14 ½ hours	Supervisor and individual to assess fitness for work. Supervisor to approve any extension of working hours beyond 12 ½ hours. Prior to travelling home, supervisor/Department Head and individual assess fitness. Transportation home may be provided. Any person working in excess of 12 ½ hours shall have a break prior to their next shift of no less than 10 hours.
Total hours of work	The total hours worked by an individual should not exceed an average of sixty hours per 5-day week. Work arrangements and rosters should be monitored, and appropriate controls developed to ensure that individuals are not working excessive hours in any rolling period (e.g., 240 hours over a 1-month rostered period).
Break between consecutive shifts	A minimum break of 10 hours between consecutive shifts worked. NB this may be varied where an emergency call out is required, however call out must be followed by the minimum 10 hours break.
Breaks within shifts	For a shift up to 12 ½ hours 2 breaks are to be scheduled. Breaks should be 30 minutes in duration and should be distributed within the shift to maximise both safety and efficiency of work.

5.2 Managing Fatigue

5.2.1 Employees

Self-management is important for managing fatigue. If you are becoming fatigued, talk confidently to your supervisor/manager. There are steps you and your supervisor can take to manage fatigue, such as having a break, taking refreshments (food/drink), doing some physical activity (stretching/walking) or working on other duties or equipment.

5.2.2 Supervisors / Managers

If an employee is fatigued the supervisor/manager should consider:

- Managing fatigue by using a risk management approach
- Allowing the person to continue working with increased supervision or assistance from co-worker
- Allowing an appropriate fatigue break
- Allocation to other duties or equipment
- Removing the person from the workplace and

- f. Individuals suffering from fatigue should be provided with transportation home / to accommodation

5.2.3 Reporting

Where fatigue is reported or identified at The College, the Supervisor shall complete an Incident Report refer; - [Incident, Injury, Trauma, Illness and Investigation Guideline](#). Due to the nature of fatigue related incidents, the reports will be treated with a degree of confidentiality.

5.2.4 Counselling and Discipline

A supervisor/manager who is aware that an employee is suffering from fatigue should discuss the issue with the employee and if appropriate, suggest confidential assistance from the Employee Assistance Program (EAP) provider. Counselling and discipline are appropriate if an employee is consistently suffering from fatigue and is unable to perform the requirements of their role. This will be managed in accordance with the [Staff Workplace Behaviour Policy & Procedure](#).

5.2.5 Education and Training

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

- a. Make informed decisions regarding effective roster design and work arrangements
- b. Understand the factors contributing to fatigue
- c. Develop and implement strategies for managing fatigue (personal and operational) and
- d. Understand their responsibilities and rights in relation to fatigue management

5.2.6 Induction

On commencement, employees will be provided with information on fatigue management.

5.2.7 Travel

It is important that individuals recognise that travel can pose a high risk to themselves and others.

It is recommended that employees and contractors structure their travel times to and from sites to avoid situations that involve more than 12 ½ consecutive hours of work and travel in an effort to adopt this recommendation.

Refer; [Driver Fitness to Drive & Work Rest Hours Guideline](#)

5.2.8 Task and Work Environment

Consideration must be given to the demands that work related tasks may place on employees and the consequences for fatigue.

Tasks with a higher risk of fatigue should be considered and planned for hours when the fatigue risk is lower, preferably day shift. Further controls may include allocating additional employees to the task or providing additional checking mechanisms safe task completion.

Task rotation is useful method of minimising fatigue-related risk and should be used wherever practicable to minimise risk. Such tasks may include:

- a. Highly repetitive, monotonous work leading to a lack of concentration
- b. Work requiring a high level of concentration
- c. Work that is physically demanding

Factors in the physical environment influence fatigue in employees and should be considered when determining work arrangements. Factors include:

- d. Noise
- e. Vibration

- f. Temperature
- g. Lighting

5.2.9 Risk Assessments

Risk assessments to identify and control fatigue risks will be conducted in accord with the [Risk Management Program](#). Formal risk assessments should be conducted:

- a. Prior to implementing new shift roster working arrangements or varying existing shift working arrangements
- b. When planning new project works and allocating work
- c. Prior to approving any extension to working hours beyond 12 ½ hours.

Control measures - because fatigue is caused by a combination of factors, the most effective way to manage it is by using a combination of risk control measures. Examples include:

- d. Designing rosters that are simple and predictable, enabling individuals to plan work and non-work activities
- e. Start times before 6am should be avoided to allow adequate rest during circadian cycle low points
- f. Rostered hours of work not exceeding 12 ½ hours.

Where risk assessments identify risk scores of **Extreme** (considering both likelihood and consequence, whilst accounting for existing control measures), these risks shall be clearly identified, communicated to senior management, additional actions implemented where practicable and actions and risk monitored through the formal risk assessment process.

5.2.10 Auditing and Review

Compliance with the Fatigue Management & Fit to Drive Procedure will be monitored, reviewed and audited. College Drivers will be monitored, reviewed and audited in accordance with the [Driver Fitness to Drive & Work Rest Hours Guideline](#)

6. References

- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011
- National Heavy Vehicle Regulator
- Workplace Health and Safety Australia

7. Related Documents:

- [OH&S Risk Management Policy](#)
- [Risk Management Program](#)
- [Risk Management Operational Processes](#)
- [Staff Workplace Behaviour Policy & Procedure](#)
- [Incident, Injury, Trauma, Illness and Investigation Guideline](#)
- [TGC Drug and Alcohol Policy](#)
- [TGC Staff Code of Conduct](#)
- [Transport Fatigue Management & Fitness to Drive Policy](#)
- [TGC Driver Handbook](#)