

Fatigue Management Policy

SAMPLE

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SAMPLE

Purpose

The purpose of this Fatigue Management Policy is to set out how [Company Name] will identify, assess and control fatigue-related risks to ensure, so far as is reasonably practicable, the health and safety of workers and others. This policy supports our broader Work Health and Safety (WHS) management system and applies to all work activities, including:

- road transport and logistics operations (e.g. linehaul, local delivery, warehousing)
- mining and resources activities (e.g. open-cut and underground operations, processing plants, remote camps)
- civil construction and earthworks (e.g. road building, bulk earthworks, mobile plant operations)
- farming and agriculture (e.g. seeding, harvesting, livestock work, seasonal peaks)
- disability and aged care services (e.g. residential care, in-home support, community transport).

Fatigue is a recognised WHS hazard. This policy describes how [Company Name] will prevent fatigue-related incidents by managing working hours, rosters, breaks, travel, accommodation, supervision and reporting.

Scope

This policy applies to:

- all workers, including employees, contractors, labour hire workers, apprentices, trainees, volunteers and work experience students
- all managers, supervisors, team leaders and schedulers
- all work locations, including depots, yards, warehouses, project sites, client premises, farms, remote camps and workers' homes when performing work-related duties (e.g. on-call, remote work, home visits)
- all work activities, including driving, operating mobile plant or heavy vehicles, operating fixed plant, providing care and support, manual tasks, office work, night work and on-call duties.

This policy covers both work-related fatigue and fatigue that may be influenced by non-work factors where it impacts a worker's fitness for duty.

Definitions

Fatigue

Fatigue is a state of physical and/or mental exhaustion that reduces a person's ability to safely perform work. It can result from prolonged or intense mental or physical activity, sleep loss, disruption of the body clock, or extended periods of stress or high workload.

Fitness for work

A condition in which a worker is able to safely perform their tasks without risk to themselves or others, having regard to fatigue, physical and psychological health, drugs and alcohol, and other relevant factors.

Safety critical work

Any work where a momentary lapse in concentration or a delayed reaction time could result in serious injury or death. In [Company Name] this includes, but is not limited to:

- driving heavy vehicles, forklifts or other mobile plant
- operating mining and civil construction equipment (e.g. excavators, dozers, graders, drill rigs)
- operating cranes and lifting equipment
- working around live traffic or mobile plant
- performing high risk construction work
- providing direct care or supervision to vulnerable persons (e.g. disability and aged care clients)

Extended hours

Any shift or work period that exceeds the standard rostered hours for the role, or where total hours worked (including overtime and call-outs) exceed agreed limits within a 24-hour or 7-day period.

Remote or isolated work

Work that is isolated from the assistance of other people because of location, time or the nature of the work. This includes working alone in remote mining or agricultural locations, night shift in a small residential care facility, and lone truck drivers on long-distance trips.

Legislative Framework

[Company Name] will manage fatigue in accordance with applicable WHS legislation, including but not limited to:

- Work Health and Safety Act and Regulations in the relevant jurisdiction
- Heavy Vehicle National Law (HVNL) and associated fatigue management provisions for road transport activities
- relevant Codes of Practice and guidance material issued by Safe Work Australia and state/territory WHS regulators, such as:
 - Managing the Risk of Fatigue at Work
 - Managing the Risks of Plant in the Workplace
 - Managing the Work Environment and Facilities

- industry-specific requirements and standards for mining, construction, agriculture and care sectors.

Where there is any inconsistency between this policy and legislation, the legislative requirements take precedence.

Policy Statement

[Company Name] is committed to preventing fatigue-related incidents and injuries by:

- recognising fatigue as a significant WHS hazard, particularly in transport and logistics, mining and resources, civil construction and earthworks, farming and agriculture, and disability and aged care
- designing work and rosters to minimise fatigue risks, so far as is reasonably practicable
- providing information, instruction, training and supervision to support workers in managing fatigue
- consulting with workers and Health and Safety Representatives (HSRs) on fatigue risks and control measures
- supporting workers to report fatigue concerns without fear of discrimination or reprisal
- ensuring that commercial pressures, deadlines, client demands or production targets do not override safety considerations, including fatigue management.

No worker is expected or permitted to undertake work, drive a vehicle or operate plant if they are unfit due to fatigue.

Roles and Responsibilities

Officers (e.g. Directors, Senior Executives)

Officers must exercise due diligence to ensure [Company Name] complies with its WHS duties in relation to fatigue management by:

- acquiring and keeping up-to-date knowledge of fatigue-related WHS matters
- understanding the nature of fatigue risks associated with the organisation's operations in transport, mining, construction, agriculture and care settings
- ensuring appropriate resources and processes are provided for implementing and maintaining effective fatigue risk controls (e.g. safe rosters, adequate staffing, rest facilities)
- verifying that fatigue management processes are implemented, monitored and reviewed.

Managers and Supervisors

Managers and supervisors are responsible for implementing this policy in their areas of control. They must:

- identify tasks and roles with elevated fatigue risk (e.g. night driving, 12-hour shifts in mining, harvest peaks, sleepover shifts in care)