

PROCEDURE

Fatigue Management Procedure

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Document Review Record				
Document No. and Name		WHS-PRO-018 Fatigue Management Procedure		
Rev No	Description	Prepared by	Checked by	Date
0	New	E Wicks	G Wicks	09.05.2014
1	Working hours modified	E Wicks	G Wicks	14.05.2014
2	Update Number Structure	L.Strappazon	M.Delaney	08.06.2016
3	Review as per Internal Audit A024	A.Forrest	M.Delaney	08.07.2016
4	Remove and transfer responsibilities section to QMS-PRO-026 Authority and Responsibilities Procedure	M Richards	L Strappazon	03.11.2016
5	Review	M Vorpapel	D McNeil	26.09.2019
Electronic approval by: Name: David McNeil Position: Operations Manager Date: 26.09.2019				
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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:

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

2 SCOPE

The Fatigue Management procedure applies to all individuals whilst on the Company sites or carrying out activities on the Company's behalf.

3 DEFINITIONS

Company / the Company: Refers to Reay Services Group and associated entities.

Fatigue: Fatigue is a mental or physical exhaustion that inhibits a person from being able to function normally. It is associated with the following factors:

- Spending long periods of time awake
- Obtaining an inadequate amount of sleep over an extended period
- Obtaining an insufficient quality of sleep over an extended period

Common symptoms of fatigue include loss of alertness; impaired decision making; inability to assess and respond to risks and hazards; and short periods of involuntary sleep (micro sleeps).

Fatigue can be caused by a range of work and non-work related factors including (but not limited to) a lack of adequate sleep, physically or mentally demanding activities, drugs (prescription and non-prescription), and illness or disease. Fatigue is also caused by prolonged periods of physical and or mental exertion without adequate time to rest and recover. The level of fatigue varies, and depends on the following:

- Workload
- Length of the shift
- Previous hours and days worked

- Time of day or night worked

Fitness for Work: Means that a person is in a stage (physically, mentally and emotionally) which enables them to perform assigned tasks competently and in a manner which does not compromise or threaten their own safety or health or that of others.

Circadian Rhythms: Circadian Rhythms, or the internal body clock, are the body's natural rhythms that are repeated approximately every 24 hours and effect body temperature, digestion, hormone levels, sleeping patterns and other functions of the human body. Human beings are day-oriented and circadian rhythms are responsible for this.

Shift Work: Shift work is generally defined as any work which is conducted outside the standards 8am to 6pm cycle.

System: Quality, Safety and Environmental Management Systems.

4 RESPONSIBILITIES

All company Employees and Contractors are responsible for complying with the requirements of this procedure.

Refer to QMS-PRO-026 – Authority and Responsibilities Procedure for further details.

5 APPLICATION

This procedure applies to all work sites except where by agreement the client's procedure takes precedent. Employees acknowledge fit for work requirements and their willingness to comply with this and related procedures as part of their letter of offer.

Subcontractors are to comply with Reay Services Group procedures as per their contract agreement. On site visitors, by undertaking and signing the visitor induction, declare themselves Fit for Work. Thereafter, they are subject to the same rules and processes as employees.

6 REQUIREMENTS

6.1 Work Hour Rules

The following are general rules relating to working hours, individual sites will implement working hours / rosters through risk management practices and to meet client 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/superintendent and individual to re-assess fitness.

	Transportation home may be provided.
14 ½ - 16 hours	<p>* Emergency Coverage</p> <p>Supervisor and individual to assess fitness for work.</p> <p>Area Works Superintendent or Area Works Coordinator to verbally approve any extension of working hours beyond 14 ½ hours.</p> <p>Prior to travelling home, supervisor/superintendent and individual to re-assess fitness.</p> <p>Transportation home may be provided.</p> <p>Any person working in excess of 14 ½ hours shall have a break prior to their next shift of no less than 10 hours</p>
Total hours of work	<p>The total hours worked by an individual should not exceed an average of sixty hours per 5 day week.</p> <p>Work arrangements and rosters should be monitored and appropriate controls developed to ensure that individuals are not working excessive hours in any rolling period (eg. 240 hours over a 1 month rostered period).</p>
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	<p>For a shift up to 12 ½ hours 2 breaks are to be scheduled.</p> <p>Breaks should be 30 minutes in duration and should be distributed within the shift to maximise both safety and efficiency of work.</p>

6.2 Managing Fatigue

6.2.1 Employees

Self-management is important for managing fatigue. If you are becoming fatigued, talk confidentially 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.

If you believe safety may be compromised due to being fatigued, you must stop what you are doing and notify your supervisor.

6.2.2 Supervisors / Managers

If any 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 a co-worker;
- Allowing an appropriate fatigue break;
- Allocation to other duties or equipment;
- Removing the person from the workplace; and

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

6.2.3 Reporting

Where fatigue is reported or identified in the workplace, the Supervisor shall complete an Incident Report (refer to WHS-PRO-002 HSEQ Incident Reporting and Investigation Procedure). Due to the nature of fatigue related incidents, the reports will be treated with a degree of confidentiality. Reports shall be forwarded to the General Manager for review and sign-off.

6.2.4 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 is appropriate if an employee is consistently suffering from fatigue and is unable to perform the requirements of their role. This will be managed in accord with the Workplace Behaviour Procedure (HR-PRO-004).

6.2.5 Education and Training

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

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

6.2.6 Induction

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

6.2.7 Travel

It is important that individuals recognize 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 site to avoid situations that involve more than 14 ½ consecutive hours of work (including travel). All employees and contractors are strongly encouraged to structure their work and travel in an effort to adopt this recommendation.

Where agreed in the employment contract, Reay Services Group will attempt to provide accommodation facilities for employees who do not normally reside within 100 km of the work site, to enable them to rest before work or travel. Personnel are encouraged to utilize accommodation facilities prior to the first shift and after the last shift.

6.2.8 Task and Work Environment

Consideration must be given to the demands that work 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 ensuring safe task completion.

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

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

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

- Noise;
- Vibration;
- Temperature;
- Lighting

6.2.9 Risk assessments

Risk assessments to identify and control fatigue risks will be conducted in accord with WHS-PRO-031 Risk Management Procedure. Formal risk assessments should be conducted:

- Prior to implementing new shift roster working arrangements or varying existing shift working arrangements;
- When planning new project works and allocating work;
- 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:

- Designing rosters that are simple and predictable, enabling individuals to plan work and non-work activities;
- Start times before 6am should be avoided to allow adequate rest during circadian cycle low points
- Limit commuting and travelling times by hiring local personnel, providing company accommodation locally
- 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.

6.2.10 Auditing and Review

Compliance with the Fatigue Management Procedure will be monitored, reviewed and audited in accord with the HSEQ Audit Schedule QMS-DOC-005

7 REFERENCE DOCUMENTATION

Work Health & Safety Act 2011
Work Health & Safety Regulations 2011
Coal Mining Health and Safety Act 1999
Coal Mining Health and Safety Regulations 2001
Fitness for Work Policy
Safety and Health Policy
WHS-PRO-031 Risk Management Procedure

WHS-PRO-002 HSEQ Incident Reporting and Investigation Procedure
HR-PRO-004 Behaviour Management Procedure

1 ATTACHMENT 1 – STATEMENT OF UNDERSTANDING AND COMPLIANCE

Statement of understanding and compliance:

I.....
(Employee/Contactor Name)

Have read, understood and agree to abide by the requirements as listed in this procedure.

Signed:

Date:

To be filed on employee’s personal file.