

# TLIF3063

## Administer the Implementation of Fatigue Management Strategies

### Learner Guide Instructions

Who is this document for?

The learner.

What is in this document?

- Course information that matches the PowerPoint presentation.
- Review questions.
- Practical assessment instructions for learners.

What do you need to do before you use it for the first time?

1. Rebrand the document.
2. Review the document as part of your validation process.
3. Set the reading and test time limits that are highlighted in pink at the end of the document.

**See the 'Read Me First' document for a complete set of instructions on how to use these resources.**



# LEARNER GUIDE

# TLIF3063 Administer the Implementation of Fatigue Management Strategies

Learner Name:	
Learner ID:	
Learner Contact Number:	
Learner Email Address:	
Date Training Commenced:	

## This Book Contains:

- Course Information.
- Review Questions.
- Practical Assessment overview and instructions.

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Evaluation Copy Only

# 1.1 Introduction

These materials are based on the unit of competency **TLIF3063 Administer the Implementation of Fatigue Management Strategies**.

They cover the skills and knowledge required to administer the implementation of fatigue management strategies in accordance with legislative and regulatory requirements and include:

- ◆ Monitoring the implementation of fatigue management strategies.
- ◆ Recognising breaches of fatigue management policies, procedures and regulations.
- ◆ Developing and assessing staff competence in fatigue management.
- ◆ Providing feedback to staff on shortcomings in their fatigue management skills and knowledge.
- ◆ Reporting to management on the implementation of fatigue management policy.



## 1.1.1 Unit Overview



This unit applies to workplaces where workers are required to:

- ◆ Make safety-critical operational judgments.
- ◆ Operate:
  - ◆ Equipment.
  - ◆ Vehicles.
  - ◆ Load shifting equipment.
  - ◆ Trains.
  - ◆ Marine vessels.
  - ◆ Aircraft.

It is specifically relevant to anyone who is a scheduler, or anyone who supervises either drivers/operators or schedulers, as part of a:

- ◆ Basic Fatigue Management scheme.
- ◆ Advanced Fatigue Management scheme.

Licensing, legislative, regulatory or certification requirements are applicable to this unit.



## 1.1.2 Fatigue

Fatigue is defined as the increasing difficulty in performing mental and physical activities as a consequence of inadequate restorative sleep.



It describes the feeling of being:

- ◆ Extremely tired, even after sleeping.
- ◆ Drained.
- ◆ Exhausted.
- ◆ Weary.
- ◆ Of low energy.
- ◆ Weak.

Fatigue is an acute or ongoing state of tiredness that builds up, leading to a progressive loss of alertness that ultimately ends in sleep and is a major contributing factor in many accidents.

It affects workers' performance, safety and health and requires rest or sleep for recovery.

## 1.2 Legislation, Regulations and Codes

Every workplace has to follow laws and rules to keep everyone safe. There are 4 main types:

- ◆ **Acts** – These are laws that you have to follow.
- ◆ **Regulations** – These explain what the law means.
- ◆ **Codes of Practice** – These are instructions on how to follow the law, based on industry standards.
- ◆ **Australian Standards** – These tell you what the minimum requirement is for a job, product or hazard.



Information on fatigue can be obtained from a variety of sources, such as:

- ◆ In the workplace:
  - ◆ Managers and/or supervisors.
  - ◆ Work Health and Safety (WHS) officers.
  - ◆ Workplace policies and procedures.
  - ◆ Record keepers.
  - ◆ Operations managers, schedulers.
- ◆ From government and industry associations:
  - ◆ Government WHS bodies, e.g. general information on fatigue management.
  - ◆ National Transport Commission, e.g. Guidelines for Managing Heavy Vehicle Driver Fatigue.
  - ◆ Australian Maritime Safety Authority (AMSA), e.g. Great Barrier Reef pilotage fatigue risk assessment tool.
- ◆ Other information sources recommended by:
  - ◆ Your workplace or organisation.
  - ◆ Medical or health professionals.
  - ◆ The health and safety regulator for your state/territory.



## 1.2.1 Legislation and Regulations



The key act and regulations that relate to fatigue management are the Work Health and Safety (WHS) Act and regulations.

WHS laws set out the responsibilities for everyone to make sure the workplace is safe. WHS laws say that all companies and workers need to keep themselves and other people safe while they work. This is called a duty of care.

Most states/territories adopted the model WHS Act and Regulations in 2012 but Western Australia and Victoria did not. If you are operating in either of these states make sure you follow the correct laws.

Of the states/territories that have adopted the Act and regulations there are some aspects that vary between the jurisdictions.

Each state and territory will also have acts and legislation relating to road use. These laws generally cover the duties of road users, vehicle standards, state/territory specific road rules and licence and registration requirements as well as the penalties for breaking or breaching any of the laws.

Depending on the specific industry you are working in there may also be other regulations, codes or guidelines that you should make sure you are familiar with and follow.

Acts and regulations relating to fatigue management in the different sectors of the transport and logistics industry include:

- ◆ For the road transport sector: Heavy Vehicle National Law (HVNL) and regulations, in particular the Heavy Vehicle (Fatigue Management) National Regulation.
- ◆ For the rail transport sector: Rail Safety National Law and regulations (except in Queensland).



Western Australia and the Northern Territory have not adopted the HVNL act or regulations and therefore there are different rules to follow in these regions.

Knowing the requirements of relevant laws will help make sure the workplace is safe for everyone and that WHS and fatigue management requirements are being met.

### 1.2.1.1 The Chain of Responsibility

Similar to duty of care in WHS laws, in the HVNL the Chain of Responsibility (CoR) is the system that makes sure every person in the supply chain is held responsible for making sure that breaches of the law and its regulations do not occur.

This means that anyone who has a role in the supply chain, not just the driver or operator, can be made legally liable for any offences that occur.



There are many different people involved in the Chain of Responsibility.

Each person, or party, will have different responsibilities, also referred to as a 'duty', depending on their role.

The following are the different parties involved in the Chain of Responsibility:

- ◆ Employers, prime contractors and operators.
- ◆ Drivers/owner drivers.
- ◆ Consignors and consignees.
- ◆ Loading managers.
- ◆ Loaders.
- ◆ Packers.
- ◆ Schedulers.
- ◆ Parties in the extended liability provisions of the Heavy Vehicle National Law (HVNL) and regulations or applicable state/territory law and regulations.



All parties in the CoR and any agents of any of these parties:

- ◆ Have a general duty of care, consistent with WHS laws, to influence the conduct of drivers/operators to manage fatigue through their actions, inactions or demands.
- ◆ Are required to take all reasonable steps to manage the fatigue of drivers/operators in the workplace, including managing the causes of fatigue.
- ◆ Have responsibilities to prevent driver/operator fatigue.
- ◆ Have responsibilities to comply with the legal work/rest hours.

CoR includes the responsibilities of corporate entities, directors, partners and managers and their accountability for ensuring that the actions or inactions of people under their control are in line with the HVNL and do not cause breaches or influence anyone in the chain to break the HVNL.

For example, a scheduler could be held responsible if a driver is found to be operating a vehicle while fatigued if the scheduler did not include appropriate rest breaks in the driving schedule.

Some people may take on more than one area of responsibility, for example a driver may also have the role of scheduler for their work. In all situations each person needs to be aware of the responsibilities for every role they carry out.

It is important to remember that a job title does not decide whether a person is a part of the chain of responsibility – it is whether they perform any of the duties or hold any of the responsibilities.





## 1.2.2 Codes of Practice, Standards and Guidelines

Another way you can make sure you are working safely and meet the requirements of the laws is to follow the information and processes set out in Codes of Practice, Standards and guidelines.



**Codes of Practice and guidelines** (or guides) provide detailed, practical information on how to meet the requirements in acts and regulations. They are usually produced by government or industry bodies.

The details in codes or guidelines usually vary between states and territories.

Examples of codes and guidelines that relate to fatigue management and WHS include:

- ◆ How to Manage Work Health and Safety Risks – Code of Practice (except Victoria).
- ◆ Fatigue Management – A Worker’s Guide (produced by Safe Work Australia).
- ◆ Road Transport Fatigue Management Code of Practice (NT).



In the maritime sector there is the Fatigue Risk Management Plan – The Default Plan (FRMP). This plan is relevant for pilotage providers and licensed pilots.

The plan details minimum rest break requirements as well as leave requirements.



**Standards** set out procedures or guidelines to follow or specifications to be met. Some standards are only relevant to Australia, some to Australia and New Zealand and others are international standards.

A standard relating to fatigue management and ensuring a safe workplace for everyone is:

- ◆ AS/NZS ISO 31000:2009 – Risk management – Principles and guidelines.

This standard sets out how to manage risks in the workplace, including processes to follow to identify possible risks or hazards and how to control them.

## Review Questions

**1.**

List 5 sources of fatigue information from within your workplace.

1.

2.

3.

4.

5.

**2.**

What is the Chain of Responsibility?

# 1.3 Heavy Vehicle (Fatigue Management) National Regulation

The Heavy Vehicle National Law (HVNL) was introduced to create a national system covering the operation and use of heavy vehicles on roads.



Many aspects of the HVNL are administered and managed by the National Heavy Vehicle Regulator (NHVR), which was also established under the regulations. The NHVR are currently responsible for:

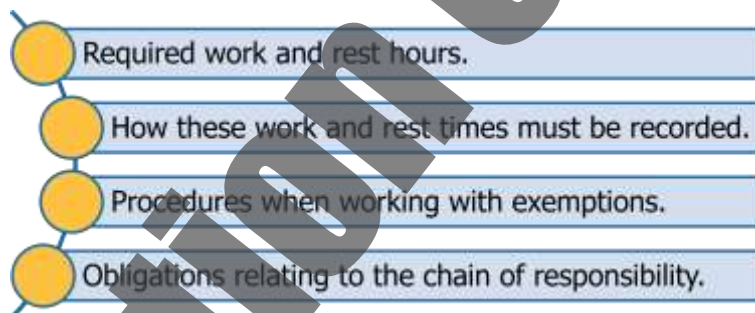
- ◆ Processing and managing applications for:
  - ◆ Heavy vehicle access permits.
  - ◆ Heavy vehicle standards modifications and exemption permits.
- ◆ Fatigue management, including the National Driver Work Diary system.
- ◆ Compliance and enforcement of the HVNL.

Remember: Western Australia and the Northern Territory are not using the HVNL. If you are operating in these areas make sure you are aware of and know the correct regulations and procedures.

## 1.3.1 Fatigue and Work and Rest Hours

The central principle of fatigue management laws is that a driver of a fatigue-regulated heavy vehicle must not drive on a road while impaired by fatigue.

The regulations address this issue by setting out:



It is important to note that even if a driver has been obeying work and rest hours they may still be impaired by fatigue.

Only fatigue-regulated heavy vehicles are affected by these laws. These vehicles are:

- ◆ A vehicle with a Gross Vehicle Mass (GVM) of over 12t.
- ◆ A combination when the total of the GVM is over 12t.
- ◆ Buses with a GVM over 4.5t fitted to carry more than 12 adults (including the driver).
- ◆ A truck, or a combination including a truck, with a GVM of over 12t with a machine or implement attached.



Under fatigue management laws, drivers must follow strict maximum work and minimum rest limits.

These are set out in 3 work and rest options.

1. Standard Hours.
2. Basic Fatigue Management (BFM).
3. Advanced Fatigue Management (AFM).

Specific details for each option can be accessed via the NHVR website.



### 1.3.1.1 Standard Hours



These are the maximum work hours and minimum rest hours that can be followed without the requirement for additional safety actions being followed.

Standard Hours arrangements apply to drivers who are not operating under an exemption or the National Heavy Vehicle Accreditation Scheme (NHVAS) accreditation.

Standard Hours work and rest requirements are further specified for the following driver arrangements:

- ◆ Solo drivers.
- ◆ Solo drivers in the bus and coach sector only.
- ◆ Two-up drivers.

### 1.3.1.2 Basic Fatigue Management (BFM)

Operators must be accredited through the NHVAS for Basic Fatigue Management arrangements.

BFM allows for more flexible work and rest hours, such as allowing up to 14 hours of work in a 24-hour period.

BFM work and rest requirements are further specified for the following arrangements:

- ◆ Solo drivers.
- ◆ Two-up drivers.



BFM operators need to manage the risks of driver fatigue through addressing 6 standards:

Standard	Explanation
<b>1. Scheduling and Rostering</b>	Must meet prescribed legal limits.
<b>2. Fitness for Duty</b>	Drivers must meet medical requirements and be fit/healthy enough to safely carry out their duties.
<b>3. Fatigue Knowledge and Awareness</b>	All those involved in the BFM arrangements need to show that they know and understand the requirements of the BFM for their role/position and can carry out their related duties.
<b>4. Responsibilities</b>	All related roles and responsibilities of the BFM arrangements are current and clearly defined and documented. These roles must be performed following these procedures.
<b>5. Internal Review</b>	A system must be in place and be followed to review internal systems and activities to identify any areas that do not comply with the BFM standards and arrangements.
<b>6. Records and Documentation</b>	Policies and procedures must be in place to make sure that BFM arrangement follows the standards. The policies and procedures will need to be implemented, authorised, maintained and reviewed by the operator.

For each standard there are specific criteria that must be met.

### 1.3.1.3 Advanced Fatigue Management (AFM)

Operators must apply to the NHVR to be accredited for AFM work and rest arrangements. All applications are assessed against a Risk Clarification System (RCS).

AFM allows for higher risk factors to be offset through seven key fatigue management principles. These 7 principles are grouped into 3 categories:

**Work-related rest breaks** – These are breaks taken while carrying out work, e.g. short rest breaks:

1. Reduce the time spent continuously working in the work opportunity.
2. The more frequent breaks from driving, the better.

**Recovery breaks** – Sleep breaks taken between work jobs:

3. Ensure an adequate sleep opportunity in order to obtain sufficient sleep.
4. Maximise adequate night sleep.
5. Minimise shifts ending between 00:00-06:00.
6. Minimise extended shifts.

**Reset breaks** – Extended breaks of at least 30 hours/2 nights between jobs:

7. Prevent accumulation of fatigue with reset breaks of at least 30hrs (and include two night periods, 00:00 – 06:00) between work sequences

Each category is assessed and evaluated to determine whether there is either a low, medium or high fatigue likelihood/safety risk or whether it exceeds the limit.





As well as the RCS there are 10 fatigue management standards that must be followed if operating under an AFM arrangement.

Standard	Description
<b>1. Scheduling and Rostering</b>	Must meet prescribed legal limits.
<b>2. Fitness for Duty</b>	Drivers must meet medical requirements and be fit/healthy enough to safely carry out their duties.
<b>3. Fatigue Knowledge and Awareness</b>	All those involved in the AFM arrangements need to show that they know and understand the requirements of the AFM for their role/position and can carry out their related duties.
<b>4. Responsibilities</b>	All related roles and responsibilities of the AFM arrangements are current and clearly defined and documented. These roles must be performed following these procedures.
<b>5. Internal Review</b>	A system must be in place and be followed to review internal systems and activities to identify any areas that do not comply with the AFM standards and arrangements.
<b>6. Records and Documentation</b>	A system must be in place and be followed to review internal systems and activities to identify any areas that do not comply with the AFM standards and arrangements.
<b>7. Health</b>	To identify and manage fatigue risks drivers must take part in a health management system.
<b>8. Workplace Conditions</b>	Conditions and environments in the workplace, including sleeper berths and driver cabins must assist in fatigue prevention.
<b>9. Management Practices</b>	Risks relating to driver fatigue must be minimised through management practices.
<b>10. Operating Limits</b>	Flexible and effective management of fatigue is achieved through planning work and rest times around operating limits.

The first 6 standards are the same as for BFM arrangements and for each standard there are specific criteria that must be met.

### 1.3.2 National Driver Work Diary



Drivers must follow the fatigue management laws relating to work and rest times. This includes completing the National Driver Work Diary.

Only drivers of fatigue-regulated heavy vehicles will be affected by these laws.

The National Driver Work Diary is the tool that is used to record a driver's work and rest hours and is used as evidence that the laws are being obeyed and their fatigue is managed appropriately.

