HASLIN

Fatigue Management

SEQ-PR-019

Document Revision Control

Document History			
Revision	Description of Amendments	Reviewed By	Date
4	Update to Haslin's new branding	Jeremy Wallis	01/09/2016
5	Rail fatigue management inclusions	Jeremy Wallis	26/03/2021
6	Updates for non-rail safety workers maximum work time and CoR	Tim Kelly	16/12/2024

Document Approval			
Revision	Approved By	Signature	Date
4	Jeremy Wallis	Jeremy Wallis	01/09/2016
5	Jeremy Wallis	Jeremy Wallis	26/03/2021
6	Matt Francesconi	Matthew Francesconi	16/12/2024

Review Panel	
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1 Scope

The objective of this document is to describe workplace fatigue and the requirements to be considered in the management of this hazard.

2 Application

This procedure applies to all Haslin employees, contractors and visitors whilst on the company's sites or conducting work on the company's behalf.

Where required, the company will work within the guidelines of our customer's fatigue management frameworks, providing their standards meet or exceed those stipulated here.

3 Definitions

Fatigue	General term used to describe the feeling of being tired, drained, or exhausted. Fatigue may be due to environmental, physical, or emotional reasons. It may affect the ability of an employee to carry out their duties in a safe manner.
Sleep debt	Used to describe the accumulated effects of insufficient sleep. If you get less than 7 hours sleep each night you will build up a 'sleep debt' and the more fatigued, you will be and the more unsafe you will be at work or when driving.
Time not working	Time off at home, away from the vehicle or, if on a trip with the vehicle, included sleep in an appropriate sleeper berth and does not include driving and related work.
Time working	The total time spent in *Active Work* plus *Short Break Time*.
Short Break Time	The time provided at work for rest and meals.
Active Work	Performing all regular duties of an occupation at work.

4 References

- WHS Act 2011 (NSW)
- WHS Regulation 2017 (NSW)
- WHS Regulation 2011 (QLD)
- SEQ-PR-001 Risk Management

5 Legal Requirements

Section 52(2)(d) of the Rail Safety National Law (RSNL)
Heavy vehicle National Law (HVNL)

6 Procedure

6.1 Hazard identification and risk assessment for fatigue

Haslin must consult workers and identify hazards that can lead to fatigue, and then manage the risks. Hazards leading to fatigue include demands in the job, environmental conditions, work schedules, lifestyle and travel time.

Haslin must examine work practices, including the control workers have over work hours and the type of work culture, worker records and incident and near miss data to identify any potential causes for fatigue.

Risk assessments can assist in identifying

- Who is at risk of becoming fatigued
- How often is this likely to occur
- Potential harm resulting from fatigue
- Fatigue control measures

6.2 Managing fatigue

Risks must be controlled following the hierarchy of controls. Where risks can not be eliminated, risks must be minimized in consultation with workers. Risks can be managed through education and training, adequate work scheduling, reporting and monitoring and by promoting a healthy lifestyle including good work-life balance.

Job rotation should be considered for repetitive or monotonous work and for work that is physically or mentally demanding and more frequently scheduled breaks could be required depending on the nature of the work and the work environment.

Consideration must be given to shift commencement time and shift duration where significant travel is required at the end or start of a work shift.

Fatigue Management for General Workers

- In any period of 5¼hrs , a worker must not work for more than a maximum of 5 hrs without a rest break of at least 15 mins.
- In any period of 10 hrs, a worker must not work for more than a maximum of 9¼ hrs without a rest break of at least 15 mins and a rest break of at least 30 mins.
- In any period of 12 hrs, a worker must not work for more than a maximum of 11 hrs without 2 rest breaks of at least 15 mins and a rest break of at least 30 mins.
- In any period of 24 hrs, a worker must not work for more than a maximum of 14 hrs (inclusive of travel) without 10 continuous hours rest.
- In any period of 14 days, a worker must not work for more than a maximum of 12 days 2 x 24 hour breaks.

Any changes to the above work and rest times must be approved by the workers manager after the completion of SEQ-CL-024 Employee Fatigue Checklist.

6.3 Fatigue Management for Transport Workers

All parties must ensure that drivers comply with legal limits on work and rest hours, promoting adequate rest periods to prevent fatigue. Heavy vehicle drivers as defined by Heavy vehicle National Law, without Basic Fatigue Management accreditation must observe the following:

- In any period of 5½ hrs , a driver must not work for more than a maximum of 5¼ hrs without a rest break of at least 15 mins.
- In any period of 8 hrs, a driver must not work for more than a maximum of 7½ hrs without a rest break of at least 30 mins.

- In any period of 11 hrs, a driver must not work for more than a maximum of 10 hrs without a rest break of at least 60 mins.
- In any period of 24 hrs, a driver must not work for more than a maximum of 12 hrs without 7 continuous hours stationary rest.
- In any period of 7 days, a driver must not work for more than a maximum of 72 hrs without 24 hrs continuous stationary rest.
- In any period of 14 days, a driver must not work for more than a maximum of 144 hrs without 2 x night rest breaks AND 2 x night rest breaks taken on consecutive days. (Night rest breaks are 7 continuous hours stationary rest time taken between the 10pm and 8am on the next day or a 24 continuous hours stationary rest break).

6.4 Fatigue Management for Rail Safety Workers

Where rail safety work is being undertaken in the rail corridor, Haslin will apply the following fatigue minimisation controls to RSWs who may, in the normal course of their duties, be required to work extended hours on site (i.e. not office workers):

a. Except in a declared incident, no more than 12 hours will be worked at a time not including travel time to and from work.

b. In a declared incident, work can be performed up to a maximum of 16 hours at a time, providing workers are not required to drive a motor vehicle or operate heavy plant or equipment between the 13th and 16th hour.

c. Rest periods must ensure 11 hours rest away from work.

d. Maximum number of work days must not exceed 12 work days within 14 consecutive days.

e. Minimise to:

i. five consecutive occasions where eight hours are worked at night (i.e. wholly during the period between 18.00/6pm and 06.00/6am); or

ii. four consecutive occasions where 10 hours are worked at night; or

iii. three consecutive occasions where 12 hours are worked at night; without a 48-hour rest break.

f. Ensure workers receive a minimum of 48 consecutive hours free of work in a 14- day period.

g. Have the capacity to replace or relieve workers where unplanned or unavoidable extended hours have created a risk to workers health and safety.

6.5 Fatigue Management for Office Based Rail Safety Workers

For RSWs who are office-based (not on site) or not engaged in extended work hours (such as a rail possession or a declared incident requiring work outside normal office hours) the following controls apply when undertaking rail safety work:

h. No more than 12 hours work at a time.

i. Workers must be ensured of 11 hours rest away from work.

j. Ensure workers receive a minimum of 48 consecutive hours free of work in a 14-day period.

In all situations where extended hours are required, Haslin must consider all practicable solutions to reduce the fatigue risks through a Risk Assessment, which is to be reviewed with Haslin representatives.

6.6 Other Impairment

It is the responsibility of the person attending site to ensure they are fit for work. Any physical impairment (e.g., Injury from sport) or declaration of use of prescribed drugs shall be reported to the supervisor.

If a worker is mentally unfit for work due to stress or other psychosocial factors, they are encouraged to advise their supervisor. Controls to manage any psychosocial hazards must be discussed with the worker. Training

A fatigue management training module and toolbox talk topic will be provided for all employees.

7 Relevant Templates, Forms and Checklists

SEQ-POL-009 Fatigue Management Policy
SEQ-CL-024 Employee Fatigue Checklist