

Model Fatigue Management Operations Manual

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(company name)

OPERATIONS MANUAL

REVISIONS	Document: Revision: 0 Date Issued: Page: 1 of 1		
FATIGUE MANAGEMENT This document was based on the standard proforma produced by the NT Branch of the Australian Trucking Association in collaboration with the Department of Transport & Works and Work Health.			
Revision	Date	Amendment	Approved
0		First Issue	
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1. Purpose

.....(company name) aims to provide a safe and healthy working environment and safe systems of work.

This manual outlines the policies and procedures that are used by.....
.....(company name) to comply with the Northern Territory Road Transport Fatigue Management Code of Practice. This manual applies to all persons engaged by or working for(company name).

This manual does not specify prescriptive driving hours.

2. Introduction

2.1 Location

Address:

State	Postcode

Telephone:

()

Fax:

()

Branches are located at:

2.2 Organisational Structure

.....(company name) is an:

(describe type/size of organisation eg. Private company, partnership, owner / driver)

Refer sample organisational chart listed as Appendix 6.7.

3. Related Documents

Northern Territory Road Transport Fatigue Management Code of Practice

4. Definitions

Definitions

Fatigue - a loss of alertness, which eventually ends in sleep. This loss of alertness is accompanied by poor judgement, slower reactions and decreased skill to events such as vehicle control.

5. Methodology

The use of a program of policies, staff induction, training, allocated responsibilities, effective scheduling and review at(company name) will ensure that the issue of fatigue is adequately managed.

5.1 Fatigue Management Policy

Management of(company name) is committed to providing a safe place of work for all employees. This is demonstrated, in part, by the implementation of this fatigue management manual and in particular by the signing of the Fatigue Management Policy. Refer Appendix 6.8.

To ensure compliance with this manual, management will ensure that regular risk assessments are undertaken of work scheduling. For regular or repeated trips, an initial risk assessment will be undertaken and regularly reviewed. A risk assessment will be undertaken for each irregular trip, or trip where some operating factor varies. Refer to Appendix 6.5 Sample Risk Assessment.

In addition, management will ensure that drivers complete records of work schedules and submit these records to schedulers. These records will be retained for a period of 5 years. Refer to Appendix 6.6 Sample Driver's Diary.

5.2 Responsibilities

For the purposes of managing fatigue in the workplace the following responsibilities have been allocated.

5.2.1 Manager/CEO

The Manager/CEO accepts responsibility for the implementation of this fatigue management policy.

5.2.2 Schedulers

Schedulers will ensure that consideration is given to the guiding principles of the Northern Territory Road Transport Fatigue Management Code of Practice when rostering drivers. Refer Section 6.1 'Guiding Principles for Fatigue Management'.

5.2.3 Drivers

Drivers will ensure that they present themselves fit for work in accordance with the Northern Territory Fatigue Management Road Transport Code of Practice and in particular the following:

- Drivers must present in a fit state free from alcohol and drugs;
- Drivers need to be rested prior to starting work;
- Drivers need to monitor their own performance and take regular periods of rest to avoid continuing work when tired.

5.3 Training

.....(company name) is committed to ensuring that all drivers are competent to perform their tasks including:

- Fatigue management and health issues;
- Road rules and relevant legislation.

To achieve this(company name) will ensure that all drivers have an appropriate licence and a record of this will be kept on file for reference using the Driver Register, Medical and Licence Matrix which is attached as Appendix 6.1.

A record of individual driver training and competency will be maintained and a sample form is attached as Appendix 6.2.

5.3.1 Staff Induction

All staff are inducted in the implementation of this fatigue management policy and this will be done within 7 days of starting work. This will include being given a personal copy of this manual and being explained the contents by a member of management. The staff member, once they are sure they are fully conversant with the manual, will sign off and date the Driver Register Medical and Licence Matrix, attached as Appendix 6.1. This record will be kept on file.

- Provide air conditioned vehicles where possible;
- Provide a working environment that meets Australian Standards for seating and sleeping accommodation;
- Provide appropriate, comfortable sleeper berths in vehicles.

5.7 Internal Review

An internal review is a check that ensures that the system outlined in this manual is operating as planned. A nominated person from(company name) will conduct an internal review of the records in the following manner:

- Initially, quarterly internal reviews are recommended;
- Appropriate records must show process is being followed;
- Sample reports for internal review and non-conformance/corrective action are attached as Appendices 6.3 and 6.4;
- Copies of internal review reports and corrective action taken should be retained on file for a period not less than 5 years.

NOTE: *These reviews are most important. If the need ever arises for the authorities to check your system a record of regular internal reviews and any corrective action will show compliance with your system.*

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Appendix 6.1 – Driver Register, Medical* and Licence Matrix

Name	Licence no., class and expiry date	Other licences eg: D/Goods, F/lift etc.+ Expiry date	Medical and date passed	Next medical due	Driver inducted (signature)

* **Medicals:** Advisory only – no legislative requirement for Fatigue Management purposes.

Appendix 6.3 – Internal Review Report

Company Name:		Date:	
Reviewed By:			
How was review conducted? (by checking documentation, driver diaries completed, vehicle servicing schedules, risk assessments)			
Sign:		Date:	
What was found (list any non-conformance reports)?			
Sign:		Date	
How is it going to be fixed? By who? When?			
Sign:		Date	

This report reviewed and approved by:

.....
(Managing Director / Owner)

.....
Date

Appendix 6.4 – Non-Conformance Report (NCR) Corrective Action Report (CAR)

Company Name					Report No.		
TYPE of NCR (Tick)	Review	Driver	OH&S	Safety	Management	Complaint	
Problem /Details of non-conformance: include all necessary details eg: names							
NAME:							
Signature:					Date:		
SHORT TERM FIX: (remedial action) what can be done in the short term to limit or fix the problem?							
Signature:					Date:		
LONG TERM FIX: (preventative action) What long-term action can be taken to stop recurrence of problem?							
Signature:					Date:		
FINALISATION / REVIEW OF LONG TERM FIX: By signing you are verifying that the problem has been fixed and that no further actions are required							
Approved by:				Signature:			Date

Appendix 6.5 – Sample Risk Assessment

Introduction

This is an example of a risk assessment that can be undertaken for long trips (eg Alice Springs to Darwin return). It can also be adapted to suit transport operations which involve multiple short trips over a roster period, for example, road work construction or day trip tourist operations. The document can be used as a means of checking that fatigue is being managed in line with the guiding principles of the Northern Territory Road Transport Fatigue Management Code of Practice.

Whilst it is not necessary to undertake a risk assessment for each long trip or roster which follows a routine schedule, an initial risk assessment should be undertaken and then reviewed at regular intervals as part of the normal review process for the fatigue management system. Risk assessments should also be conducted for trips/rosters which involve irregular schedules or factors (eg flood-affected roads, new drivers).

How to use this risk assessment:

1. Fill out sections A to E;
2. Complete the risk assessment sheet in section F.

A - Trip/Roster/Itinerary Details

1. Scheduled start date:
2. Scheduled finish date:
3. Route of trip/itinerary:

B - Transport Task Details

1. Type of freight or operation:
2. Are dangerous goods being transported? YES NO

C - Driver Details

1. Drivers name:
2. Licence details: No.: Class: Expiry:
3. Is a dangerous goods or 'h' endorsed licence required? YES NO
4. Date driver notified of trip/roster/itinerary:

5. List driver's scheduled workload / rest taken two days prior to start of trip/roster:

6. Is the driver is returning from leave? YES NO

If 'Yes', has the driver been made aware of the increased risks of longer working hours? YES NO

7. List driver's scheduled workload / rest taken two days after trip/roster/itinerary:

8. What rest days has the driver had allocated in the past 14 days?

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9. Has the driver travelled this route, or undertaken this task, before (recently)? YES NO

If 'no', what extra instruction has been given?

D - Vehicle Details

1. Is the vehicle maintained to a standard which provides a safe and comfortable working environment? YES NO

2. Is air conditioning fitted? YES NO

3. Is the vehicle fitted with a sleeper bunk or cab? YES NO

If 'Yes', is the sleeper fitted with separate air conditioning? YES NO

4. If the vehicle has no sleeper, list accommodation to be provided for rest during the trip:

Day	Time		Task: Working time / Non-working time / Rest break
	Start	Stop	
Day 5			

Day 6			

Day 7			

Day 8			

Day 9			

Day	Time		Location/Task
	Start	Stop	
Day 10			

Day 11			

Day 12			

Day 13			

Day 14			

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F - Risk assessment

In this section, compare information recorded in sections A to E to assess the risk of fatigue in line with the guiding principles from the Northern Territory Road Transport Fatigue Management Code of Practice.

No.	Guiding Principle	Satisfactory / Unsatisfactory (S/U)	Comment / Proposed Action
1	Does driver have the appropriate licence? (<i>Check C(1 – 3) Driver Details.</i>)		
2	Are drivers given time to plan for long shifts? (<i>Check C(4) 'Date driver notified of trip' is at least 24 hours before A(1) 'Scheduled start date'.</i>)		
3	Is driver sufficiently rested and fit for work? (<i>Check C(5) for driver's work schedule prior to this trip.</i>)		
4	Are drivers returning from leave made aware of the risks of longer working hours? (<i>Check C(6) for drivers returning from leave.</i>)		
5	Is there adequate time allocated for sleep and rest following each trip? (<i>Check C(7) for the driver's scheduled work and rest after the trip.</i>)		
6	Has the driver been allocated at least 2 days off in the last 14 day period? (<i>Check C(8) for allocated rest days.</i>)		
7	Have appropriate rest periods been allocated in the last 14 days? (<i>Check C(5), (7) and (8) to determine rest/work schedule, and ensure adequate periods of rest are planned over 14 day period.</i>)		

No.	Guiding Principle	Satisfactory / Unsatisfactory (S/U)	Comment / Proposed Action
8	Are drivers given clear instruction when unfamiliar work is to be undertaken (eg, new destinations or carrying different loads)? <i>(Check C(9) Has the driver travelled this route before?)</i>		
9	Are minimum vehicle accommodation standards maintained? <i>(Check D Vehicle Details.)</i>		
10	Is early morning driving avoided where possible in consideration of increased risk factors between midnight and sunrise? <i>(Check E Typical Trip Schedule for overnight driving hours.)</i>		
11	Do schedules take into account the need for drivers to take rests? <i>(Check E Typical Trip Schedule.)</i>		
12	Where midnight to sunrise work exceeds two consecutive nights are provisions made for the driver to recover sleep debt? <i>(Check E Typical Trip Schedule for night work against C(7) and (8) for allocated rest.)</i>		

This risk assessment was undertaken by:

Name

Signature

Date

Driver participation:

YES

NO

Name

Signature

Date

Verified (Manager etc, if applicable):

Name

Signature

Date

Appendix 6.6 - Sample Driver's Diary

Driver:		Start date:	
From:		To:	
2 nd Driver?	YES	NO	2 nd driver's name:
Driver signature:		Date submitted:	

Day/Date	Time		Task: Working time / Non-working time / Rest break
	Start	Stop	
Day 1 ___ / ___ / ___			

Day 2 ___ / ___ / ___			

Day 3 ___ / ___ / ___			

Day 4 ___ / ___ / ___			

Day/Date	Time		Task: Working time / Non-working time / Rest break
	Start	Stop	
Day 5			
___ / ___ / ___			

Day 6			
___ / ___ / ___			

Day 7			
___ / ___ / ___			

Day 8			
___ / ___ / ___			

Day 9			
___ / ___ / ___			

Day/Date	Time		Task: Working time / Non-working time / Rest break
	Start	Stop	
Day 10 ___ / ___ / ___			

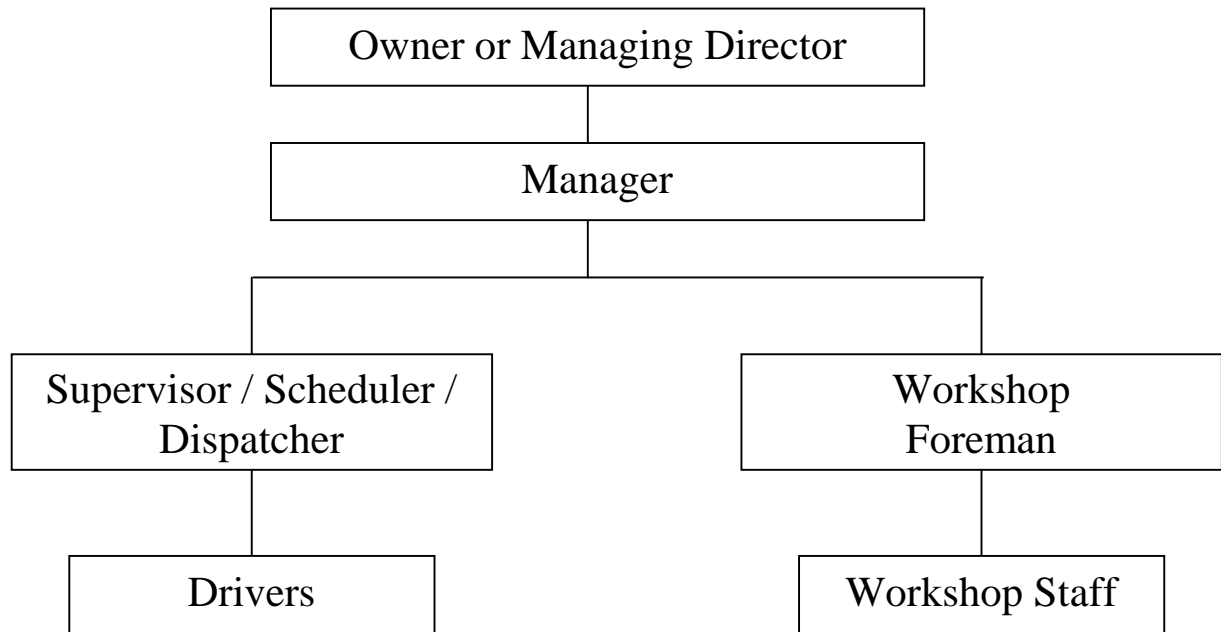
Day 11 ___ / ___ / ___			

Day 12 ___ / ___ / ___			

Day 13 ___ / ___ / ___			

Day 14 ___ / ___ / ___			

Appendix 6.7 – Sample Organisational Chart



Appendix 6.8 – Sample Fatigue Management Policy

I _____ trading as
_____ commit to operate my business
within the guiding principles outlined in the Northern Territory Road Transport Code of
Practice for Fatigue Management.

The guiding principles are incorporated into the normal management functions of the business
and include the following:

- a driver must be in a fit state to undertake the task
- a driver must be fit to complete the task
- a driver must take minimum periods of rest

These principles will be managed through:

- the appropriate planning of work tasks, including driving, vehicle maintenance, loading
and unloading
- regular medical checkups and monitoring of health issues
- providing a working environment that meets Australian standards for seating and sleeping
accommodation
- the provision of appropriate sleeping accommodation
- ongoing training and awareness of driver health and fatigue issues

In addition to these principles I will endeavour to ascertain the cause and take preventative
action for every accident (whether it caused injury or not) that occurs and make changes to
this policy, if need be, to prevent a recurrence.

Signed: _____

Date: _____