



FATIGUE MANAGEMENT POLICY

WHS02

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Policy Type:	Work, Health and Safety		
Policy Owner:	Chief Executive Officer		
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Responsible Officer:	Health, Safety and Risk Officer		
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Purpose

The Fatigue Policy ('Policy') aims to safeguard West Daly Regional Council's ('Council') employees well-being and safety by establishing a policy to effectively manage and mitigate the risks associated with fatigue in the workplace.

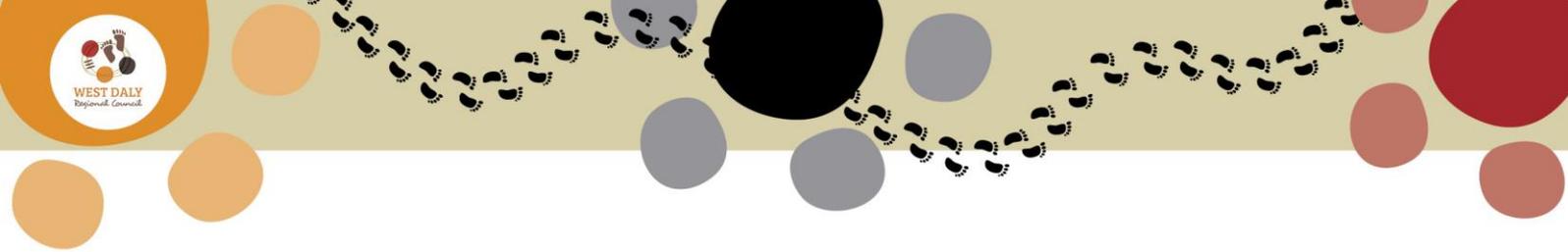
Scope

This Policy applies to all employees, contractors, individuals, (hereafter referred to as 'workers') working on behalf of the Council. The scope encompasses all workplaces, including on-site and off-site locations, as well as any work-related activities conducted during regular working hours, overtime, or irregular shifts.

Policy Statement

1. Introduction

- 1.1. The Council is committed to fostering a safe and healthy working environment for workers under the *Work Health and Safety Act*.
- 1.2. This policy has been developed to:
 - a) Clarify the roles and responsibilities of all individuals involved in managing fatigue in the workplace.
 - b) Provide workers with guidance on the causes and effects of fatigue in the workplace.



- c) Offer guidance to workers on managing and taking reasonably practicable steps to mitigate and eliminate fatigue in the workplace through a risk management approach.
- d) Comply with legislative frameworks and assist in developing and implementing a fatigue management plan that provides strategies to control the risk of fatigue effectively.

2. Principles

2.1. This policy is grounded in the principle that workplace fatigue is a collective responsibility. Workers share the responsibility of preventing and managing fatigue in the workplace.

3. What is Fatigue?

3.1. Fatigue is a feeling of being exhausted, both mentally and physically, that extends beyond just tiredness; this can impair performance on tasks in the workplace as well as pose serious safety hazards. It might result from prolonged or intense periods of exertion-including long hours without rest, inadequate rest periods between shifts, demanding duties, and business travel.

4. Why is Fatigue a Problem?

4.1. Fatigue is a significant problem in the workplace because it can severely compromise safety by reducing alertness and increasing the likelihood of errors, incidents, and injuries. The effects of fatigue can manifest both in the short term and the long term. Short-term signs include constant yawning, falling asleep, memory issues, difficulty concentrating, poor decision-making, reduced hand-eye coordination, behaviour changes, increased absences, and dizziness or headaches.

5. Managing Fatigue in the Workplace

5.1. It is the collective responsibility of everyone in the workplace to ensure that fatigue does not pose a risk to health and safety.

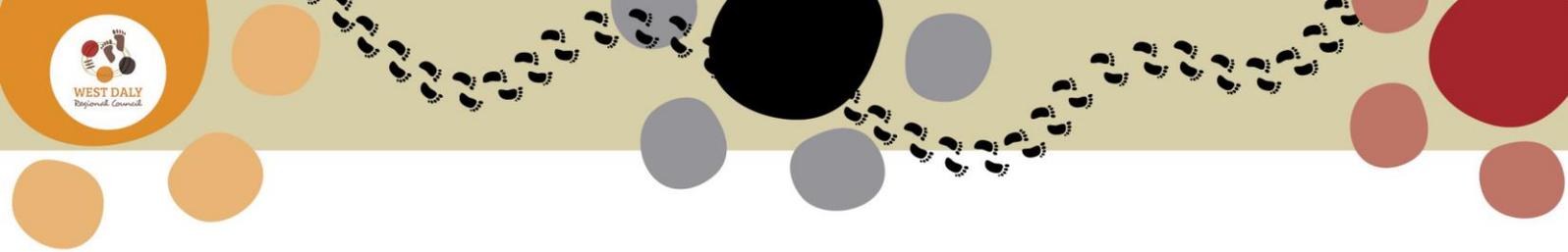
5.2. Managers can mitigate workplace fatigue by implementing a comprehensive risk management process, involving:

- a) Identifying and enacting control measures through an examination of work practices, work systems, and worker records.
- b) Evaluating risks by seeking input from workers regarding the impact of workloads, work schedules, including work-related travel, and tasks conducted outside regular hours.
- c) Collaborating with the Health Safety and Risk Department in reviewing workplace incidents and human resource data, and formulating strategies to minimise risks.

5.3. The risk management process aims to pinpoint all reasonably foreseeable factors contributing to an increased risk of fatigue and proactively address them.

6. Identifying Factors that may contribute to Fatigue

6.1. The first step in managing workplace fatigue risks is identifying contributing factors. Work-related causes include prolonged or intense activities, sleep loss or disruption of the internal body clock, organisational changes, travel, extreme temperatures, work scheduling with insufficient rest, strenuous jobs, and long commutes. Additionally, lifestyle



factors such as caregiving, voluntary work, multiple jobs, fitness level, and diet, as well as home environment issues like noisy neighbours or uncomfortable bedroom conditions, and health conditions like insomnia, also contribute to fatigue.

7. Assessing the Risks

7.1. Assessing risks can assist in finding out:

- a) Where, which, and how many workers are likely to be at risk of becoming fatigued?
- b) How often is fatigue likely to occur?
- c) The degree of harm that may result from fatigue
- d) What actions should be taken to control the risk of fatigue?
- e) How urgently do actions to control the risk need to be taken?

7.2. When assessing risks, contributing factors to fatigue should not be considered in isolation. For example, job demands, hours of work, and environmental conditions may all increase the risk of fatigue in the workplace.

8. Controlling the Risk

8.1. The best way to control the health and safety risks from fatigue is to eliminate the factors causing fatigue at the source. However, if this risk cannot be eliminated, then minimise it.

8.2. What is reasonably practicable to manage the risk of fatigue will vary depending on the type of work being carried out by the person experiencing fatigue.

8.3. There are common areas where implementing control measures can reduce the risk of work-related fatigue. These include:

- a) Work scheduling
- b) Job demands
- c) Environmental conditions

9. Reviewing the Risk

9.1. Once control measures are introduced, workers should review them regularly to ensure their effectiveness. The frequency of reviews depends on the nature of the hazard; for example, a high-risk hazard will require more regular assessments.

9.2. Control measures should also be reviewed when there is a signal that risks are not being managed well enough, when new work activities, practices or timetables are introduced, when changes to work setting, hours or shifts are proposed, after a fatigue-related event, when new fatigue information becomes available, or if consultation outcomes, including health and safety representative requests, suggest the need for review.

10. Roles and Responsibilities

10.1. Workers are responsible for ensuring that their behaviours do not create or exacerbate risks. They are responsible for managing their health and safety, complying with instructions from the Health Safety and Risk Department.

10.2. Workers are encouraged to assess their fatigue levels post-work and arrange alternative transport if needed, seek medical advice for health conditions affecting performance, take regular breaks, and are encouraged to inform managers of any medical conditions that increase fatigue risk.



- 10.3. Managers must comply with WHS duties, ensure staff take reasonable breaks, provide adequate breaks between shifts, understand and mitigate workplace fatigue risks, ensure staff are aware of the fatigue management policy, and recognise and address fatigue-related impairment.
- 10.4. The Health Safety and Risk Officer is responsible for consulting with workers on WHS matters, providing WHS policy advice and updates on fatigue management, and maintaining the policy in consultation with all stakeholders.

11. Safe travel and driver fatigue

11.1. Travel poses a unique fatigue risk due to long distances, time constraints, and demanding tasks. Prior to work related travel, the necessity should be evaluated, and proper breaks should be taken to avoid fatigue. Driving while fatigued increases the risk of microsleep, brief losses of consciousness, and losing vehicle control. Workers must identify and manage driver fatigue risks through comprehensive risk management. Signs of driver fatigue include boredom, drifting attention, yawning, drowsiness, nodding off, difficulty concentrating, missing traffic signs, drifting out of lanes, and sore eyes. To manage driver fatigue, individuals should avoid driving during regular sleep hours, and are encouraged to share driving duties.

References

West Daly Regional Council Enterprise Agreement
 Northern Territory Department of Transport
 Safe Work Australia Guide for Managing Risk of Fatigue at work
 Safe Work Australia Fatigue Management a Workers Guide
 Work Health and Safety (National Uniform Legislation) Act 2011

Definitions

In the context of this policy, the following definitions apply:

Term	Definition
Worker	Any person who carries out work, including an employee, contractor, subcontractor, self-employed person, out worker, apprentice or trainee, work experience student, an employee of a labour-hire company placed with a 'host employer', and volunteers

Review History

Version Number	Approval Date	Policy Number	Policy Name	Minutes ref./ resolution no.
1.0	30/01/2019	HR11	Fatigue Policy	013/2019
2.0	23/05/224	WHS02	Fatigue Management Policy	OCM-2024/47 ID: 24947



Endorsement

Signature:

A handwritten signature in black ink, appearing to read "Mark Blackburn".

Date:

23/05/2024

Name and Position:

Mark Blackburn, A/Chief Executive Officer