



## GLEN INNES SEVERN COUNCIL

### Fatigue Management Policy

<p><b>RESOLUTION NUMBER:</b>      <i>21.06/20</i>           <i>17.09/19</i>           <i>15.05/16</i></p>	<p><b>MEETING:</b>      <i>25 June 2020</i>                                         <i>26 September 2019</i>                                         <i>26 May 2016</i></p>
---	---

### INTRODUCTION

Glen Innes Severn Council has a legal obligation to provide a safe and healthy workplace. The purpose of the Fatigue Management Policy is to protect the health of Council employees, contractors, volunteers and visitors by managing the risk of fatigue while workers are undertaking their duties on behalf of Council.

Fatigue has been identified as a risk factor in accidents and incidents, which can lead to reduced vigilance and alertness, increased errors, impaired decision making and deterioration in mood and motivation.

### AIMS

The aims of the Fatigue Management Policy are to:

- Provide and maintain a safe work environment;
- Provide and maintain safe systems of work with adequate information, instruction, training and supervision for workers;
- Identify the factors in workplaces that may contribute to fatigue and make changes to prevent and control these risk factors.

### FATIGUE: A DEFINITION

Fatigue is more than feeling tired and drowsy. In a work context, fatigue is mental and / or physical exhaustion that reduces a person's ability to perform work safely and effectively. Signs of fatigue include:

- tiredness even after sleep;
- reduced hand-eye coordination or slow reflexes;
- short term memory problems and an inability to concentrate;
- blurred vision or impaired visual perception; and
- a need for extended sleep during days off work.

Reference Number: WHS:POL:010:3.0	Version Number: 3.0 Date: 25/06/2020	Review Date: June 2023	Responsible Officer: WHS Coordinator
Related Documents: WHS Management Plan, Disciplinary Procedures Policy, GISC Long Distance Driving Policy, Glen Innes Aggregates Fatigue Management Plan, WHS Health Monitoring Procedure, Fatigue Hazard Identification Checklist			

## MANAGING FATIGUE

Fatigue management is a shared responsibility between management and workers, as it involves factors both inside and outside of work. Outside of work causes of fatigue need to be addressed by individuals whereas work related causes should be addressed in consultation with the relevant Supervisor or Manager.

### Responsibilities of Management:

- Ensure that the work roster provides for a continuous seven (7) to eight (8) hours sleep in each 24 hours;
- Ensure that the work roster for Direct Support Workers follows the Sleep Over Agreement for such workers, where this is applicable;
- Ensure sufficient cover for workers who are on leave;
- Where practicable, limit the amount of overtime so that workers do not work longer than 12 hours in any one (1) period;
- Where practicable, limit the number of consecutive night shifts required;
- For workers who are engaged to perform work at Glen Innes Aggregates or any other quarry or site that falls within the guidelines issued by the NSW Resources Regulator for mining sector workers, ensure that there is a minimum of 12 hours rest between consecutive shifts.
- For workers who are not engaged in work that falls within the guidelines issued by the NSW Resources Regulator for mining sector workers, ensure that there is a minimum of 10 hours rest between consecutive shifts.

### Responsibilities of Employees:

- Ensure they get enough sleep to come to work fresh and alert;
- Plan social activities to ensure sufficient sleep before starting work;
- Take reasonable steps to ensure that their sleeping environment, nutrition, use of caffeine, alcohol, drugs and medications, and their travel arrangements do not adversely affect their ability to carry out their duties safely;
- Notify their Supervisor if they have attended an emergency call out prior to commencing each shift;
- Identify instances of fatigue, however minor, and consult their Manager / Supervisor where a fatigue issue may exist;
- Participate in fatigue related education and training activities arranged by Council;
- Declare any second job which could reasonably be expected to adversely affect their level of fatigue and consequently their ability to carry out their duties safely;

Reference Number: WHS:POL:010:3.0	Version Number: 3.0 Date: 25/06/2020	Review Date: June 2023	Responsible Officer: WHS Coordinator
Related Documents: WHS Management Plan, Disciplinary Procedures Policy, GISC Long Distance Driving Policy, Glen Innes Aggregates Fatigue Management Plan, WHS Health Monitoring Procedure, Fatigue Hazard Identification Checklist			

- Inform their Manager and Supervisor if they become aware that they may have a condition such as a sleep disorder, which could make them more liable to potentially dangerous levels of fatigue at work.

## DRIVING

Driving while tired is a major killer on the roads. Fatigue slows reaction times and affects scanning ability and information processing skills. Workers should be aware of the effects of fatigue when:

1. Driving to or from work;
2. Driving during work time when operating plant and machinery;
3. Driving during work time transporting clients to and from activities and appointments;
4. Driving to and from training or meetings;

Some precautions include avoiding driving when tired, sharing the driving, and trying not to drive during the hours when the person would ordinarily be asleep, especially midnight to dawn.

## HEAVY VEHICLES

### Fatigue and Chain of Responsibility (CoR) and National Heavy Vehicle (NHVL) laws.

Under the Heavy Vehicle National Law (HVNL), everyone in the supply chain must take 'reasonable steps' to prevent driver fatigue and ensure a driver does not drive a heavy vehicle while impaired by fatigue. This approach is consistent with existing Work Health and Safety (WHS) legislation.

### Consignor / Consignee Responsibilities

As consignor or consignee, Council's responsibilities include ensuring that:

- loads do not exceed vehicle mass or dimension limits;
- goods carried on Councils behalf are able to be appropriately secured;
- Council's delivery requirements do not require or encourage drivers to:
  - drive while impaired by fatigue;
  - exceed regulated driving hours;
  - fail to meet the minimum rest requirements; or
  - exceed the speed limits.

Reference Number: WHS:POL:010:3.0	Version Number: 3.0 Date: 25/06/2020	Review Date: June 2023	Responsible Officer: WHS Coordinator
Related Documents: WHS Management Plan, Disciplinary Procedures Policy, GISCS Long Distance Driving Policy, Glen Innes Aggregates Fatigue Management Plan, WHS Health Monitoring Procedure, Fatigue Hazard Identification Checklist			

## COMMUTING

Excessive hours spent travelling to and from work can extend the effective length of a shift, reduce the time available for sleep and recovery between shifts, and may have significant effects on fatigue levels. When combined with work-related fatigue, driving to and from work can be hazardous.

## FATIGUE AND SLEEP

Sleep is the only effective long term counter measure to fatigue. Maintaining sufficient levels of sleep will prevent fatigue.

For example, if a person who requires eight (8) hours of sleep only has six (6) hours of sleep, then this person is deprived of two (2) hours of sleep per night. If this occurs over four (4) consecutive nights, the person will have accumulated an eight (8) hour sleep debt. Sleep debt leads to increased levels of fatigue.

## REVIEW WORKLOAD / COMMITMENTS

Employees experiencing fatigue that has been attributed to workload or commitments should consult with their Supervisor or Manager to review workloads / task allocation. The possibility of task rotation can then be investigated where practicable.

## BREAKS

Time spent away from the work environment allows workers to recover from fatigue and improve performance, vigilance, safety and efficiency. For this reason, breaks should be taken during work shifts, and should not be traded for an early finish time. The following should be considered when deciding on the length and frequency of breaks within a shift:

- Type of work being performed - the greater the physical and / or mental effort required, the longer the total break time required per shift;
- Length of shifts worked - the longer the shift the longer the total break time required per shift.

## NON-COMPLIANCE WITH THE POLICY

In the event of an issue involving fatigue, this should be reported to the Supervisor of the affected area.

Any breach of this Policy by employees may have unintended and harmful consequences. Intentional breaches of this Policy may lead to the application of counselling and disciplinary procedures in accordance with the Local Government (State) Award and Council's Unsatisfactory Performance / Disciplinary Procedures Policy.

Reference Number: WHS:POL:010:3.0	Version Number: 3.0 Date: 25/06/2020	Review Date: June 2023	Responsible Officer: WHS Coordinator
Related Documents: WHS Management Plan, Disciplinary Procedures Policy, GISC Long Distance Driving Policy, Glen Innes Aggregates Fatigue Management Plan, WHS Health Monitoring Procedure, Fatigue Hazard Identification Checklist			

In the event of any breach of this Policy by contractors, work experience students or volunteers, the individual and / or group will be reminded of their obligations under Council's Fatigue Management Policy. Intentional breaches by contractors will be dealt with in accordance with relevant contractual arrangements and Council's Work Health and Safety requirements. Council may choose not to engage such individuals or groups in the future.

**ASSISTANCE TO EMPLOYEES**

Council can refer staff to Council's Employee Assistance Program (EAP), which can assist employees with counselling and fatigue prevention therapies as required by the individual.

**APPLICABILITY**

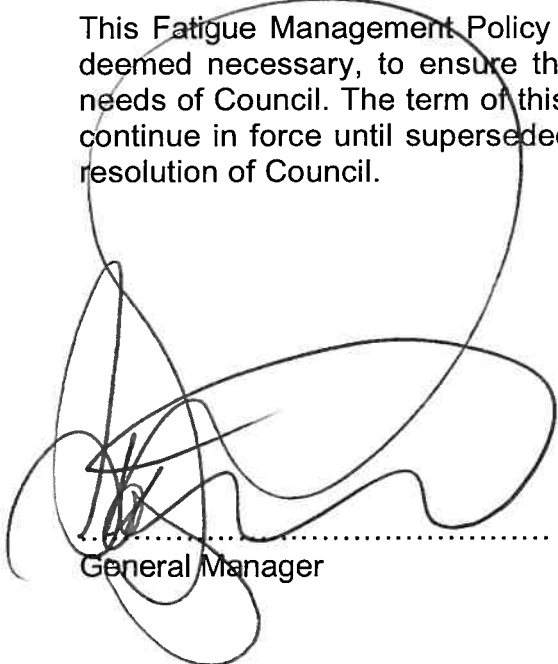
This policy applies to all employees of Glen Innes Severn Council, plus contractors, work experience students, volunteers and visitors attending Council.

**IMPLEMENTATION / COMMUNICATION**

This Policy will be communicated to all new employees at their induction. Revised versions of the Policy will be communicated to Managers by the Work Health and Safety Coordinator, for highlighting and discussion at all team meetings and communication to current contractors and volunteers.

**VARIATION AND REVIEW**

This Fatigue Management Policy shall be reviewed every three (3) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of this policy does not expire on the review date, but shall continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.



.....  
General Manager

8/7/20  
.....  
Date

Reference Number: WHS:POL:010:3.0	Version Number: 3.0 Date: 25/06/2020	Review Date: June 2023	Responsible Officer: WHS Coordinator
Related Documents: WHS Management Plan, Disciplinary Procedures Policy, GISC Long Distance Driving Policy, Glen Innes Aggregates Fatigue Management Plan, WHS Health Monitoring Procedure, Fatigue Hazard Identification Checklist			