

Fatigue Management Policy



Policy

RailCorp is committed to the provision and maintenance of a safe system of work for all its employees, including those who work in a shiftwork or on-call roster environment.

Purpose of this Policy:

- Introduce a framework for fatigue management to ensure that risks associated with fatigue are minimised.
- Ensure compliance with the Occupational Health and Safety Act 2000 and Rail Safety Act 2002 in relation to Fatigue Management.
- Ensure all employees are competent in managing the risks associated with fatigue in the workplace.
- Ensure that the fatigue rostering targets and risk management requirements outlined are progressively introduced across all shiftwork operations with full implementation by June 2006.

Definitions

Fatigue

A subjective experience that results from a lack of sufficient restorative sleep and/or quality sleep.

- **Work Related Fatigue:** may be induced by the work environment, the work tasks or sleep patterns.
- **Non-Work Related Fatigue:** may result from non-work activities and lifestyle.

Fatigue Audit InterDyne (FAID)

A computerised model that uses the Fatigue Management Index (FMI) to predict fatigue associated with hours of work. The principal use of FAID is to better manage shiftwork, scheduling and fatigue risk management.

Fatigue Management Index (FMI)

A mathematical calculation of fatigue expected to be induced by working a particular pattern of work.

Fatigue Score

Fatigue is scored in four bands. The "score" figures are comparative:

- 0 – 40 is "normal" fatigue expected for someone working 9 to 5, five days a week,
- 41 – 80 is higher level fatigue, typically encountered by afternoon and regular shift workers, and
- > 100 is considered very high and must be avoided.

Coverage

This Policy covers all RailCorp employees (including part-time, temporary, casual and contractors) and will be applied to all rosters.

Delegation

Managers/Supervisors:

- approve all rostered shifts, and
- approve all 'on call' shifts.

Enquiries

- Divisional Human Resources Representatives
- Divisional Safety Representatives

Guidelines

Responsibilities

RailCorp

RailCorp must prepare and implement a strategy for the management of fatigue, safe hours of work and periods between work that comply with the provisions of the OHS Act 2000 and Rail Safety Act 2002.

Group General Manager

All Group General Managers are responsible for ensuring the development, implementation and maintenance of a Divisional Fatigue Management Plan for each Division under their responsibility. The plan must meet the requirements of this Policy, RailCorp's Fatigue Management Safety Standard and the provisions of the OHS Act 2000 and Rail Safety Act 2002, for implementation by June 2006.

General Managers

General Managers are responsible for ensuring consistent application of Divisional Fatigue Management Plans across all shift-working rosters within their responsibility through the development of Divisional Fatigue Management Workplace Guidelines.

Employees

All employees must:

- participate in education and training pertaining to fatigue risk management,
- utilise breaks provided within and between shifts to rest and recuperate,
- report all incidents and accidents arising from hazards related to shiftwork, extended hours and on-call working arrangements,
- recognise signs of sleep deprivation and/or fatigue and the impact on themselves and others and report to their supervisor/manager the circumstances in which fatigue and lack of sleep are impacting on individual well being and workplace safety, and
- understand the implications of voluntarily seeking additional work hours, including secondary employment, that have the potential to increase risks to individual and organisational health and safety.

General Manager Training and Development

The General Manager Training and Development is responsible for ensuring the development and presentation of training programs to meet the requirements of this policy and the Fatigue Management Safety Standard, as well as the maintenance of records of employees who have attended the training programs.

Background

Fatigue may arise from both work and non-work related activities and can have an effect on an employee's state of alertness with consequential impacts on employee work performance and well being. There are several types of work related fatigue that may be induced by the work environment, the work task or sleep patterns.

Specifically, hazards may include, but are not limited to: falling asleep at work, poor communication at work, neglecting safety requirements and falling asleep on the way home from work.

Procedure

The fatigue rostering targets and risk management requirements outlined in this policy must be progressively introduced across all shiftwork operations with full implementation by June 2006.

Consultation

There is a shared (employer/employee) responsibility in the management of fatigue within RailCorp. Employees will be involved in the development and design of rosters to ensure that schedules and workloads are reasonable and practicable for a particular workplace. Consequently, there will be a collaborative approach to the risk management of all rosters.

Roster Design and Development

Rosters will be designed and scheduled in accordance with the requirements and principles of this policy, the Fatigue Management Safety Standard and the Fatigue Rostering Principles.

The primary considerations in managing fatigue through rostering in the workplace include:

- addressing the opportunity for quantity and quality of sleep particularly addressing the “time of day” effect,
- ensuring that the numbers of consecutive shifts (in particular night shifts), shift lengths and rest periods between shifts are considered in roster compilation, again addressing time of day considerations,
- understanding that employees have a need to balance the competing requirements of their jobs with their social and domestic responsibilities,
- compensating periods of extended hours with a longer break before commencing the next shift,
- ensuring the number of consecutive “on call” shifts takes into consideration “occasions” or “frequency” of all call outs to determine restrictions on consecutive shifts,
- addressing the potential for secondary employment to impact employee fatigue, and
- providing an acclimatisation period for employees returning to work from a period of leave.

Fatigue Management Index (FMI)

The Fatigue Management Index (FMI) will be used as a “tool” to assist in the preparation and assessment of rosters to benefit both employees and the organisation from a health & safety perspective. It will be applied to all rosters, including overtime shifts, swaps and on-call arrangements.

Fatigue Risk Management

A risk management approach will be adopted when assessing work related fatigue.

Important factors of such an approach include:

- application of FAID to master rosters to achieve a FMI of < 100,
- review of actual rosters trends to target a FMI of < 95,
- examination of risk factors and a review of risk management strategies, for rosters with a FMI > 90,
- training of local managers / supervisors and employee representatives in the application of risk assessment methodology,
- consultation between local management and employee representatives in the development of rosters,
- examination of the likelihood, consequence and susceptibility of risk of fatigue related to the tasks in the shift,
- development and implementation of appropriate risk controls to minimise the impact of fatigue, and
- investigation of possible fatigue-related incidents.

Fatigue Management Safety Standard

RailCorp's Fatigue Management Safety Standard establishes the framework and procedures for fatigue management and provides guidance to ensure the progressive reduction in the level of risk associated with shiftwork related fatigue.

Acclimatisation Period for Employees Returning From Leave

A period must be considered for circadian rhythm adaptation when employees return to work after a period of extended leave, based on an assessment of risk.

Secondary Employment

All existing approved and future applications for outside employment (including voluntary roles) are to be assessed in accordance with the Secondary Employment Policy.

Self Identification

All employees are responsible to present for work fit for duty. Any employee who believes they are unfit for work due to fatigue, either caused by their existing work roster or from difficulty managing their activities or lifestyle, should self identify. Employees who do self identify are to take sick leave for that shift.

If the need to self identify occurs frequently (e.g. two or more times in a month), the employee must discuss their difficulties with their manager/supervisor to identify any potential roster problems, the possible need to seek professional advice on contributory medical problems or on the management of their social life, family responsibilities and relationships.

Absence Management Policy and Leave Policy

Absences due to fatigue will be addressed in accordance with the Absence Management Policy and Leave Policy. The manager / supervisor is required to discuss with the employee any issues which have affected and may further affect their attendance. This provides an opportunity for a supervisor to discuss with an employee issues relating to absences, including fatigue.

Are You OK? Program

RailCorp's "Are You OK?" Program will be utilised to inform and educate employees of their obligations under the Rail Safety Act 2002 and OHS Act 2000, create awareness of lifestyle issues that may affect fitness for duty and facilitate the process of self-assessment. The program will outline fatigue identification principles and self-identification requirements, and assist with coping strategies for working shiftwork and associated work or personal issues.

Employee Assistance Program

RailCorp employees have access to an Employee Assistance Program that can assist with advice and provide strategies for coping with shift work and associated fatigue or personal issues.

Fatigue Awareness and Training

Fatigue management training will be developed and delivered to all appropriate senior managers and employees. This will address, but is not limited to:

- employer/employee responsibilities as set out by OHS and Rail Safety legislation, and by internal policies,
- impact/attendant risks of fatigue/shiftwork (safety, health, family life and relationships),
- sleep patterns/physiology, circadian rhythms and the effects of fatigue on health,
- how to identify potential and/or existing problems associated with lack of sleep and fatigue,
- methods of minimising the risks associated with shift work,
- rostering principles,
- fatigue management 'tools'/behaviours,
- strategies and individual coping strategies for shiftwork and lifestyle management, and
- services made available to help employee's better cope with shiftwork and extended hours, such as Employee Assistance Schemes.

Awareness training is to be offered to all shiftworking staff and awareness material provided to their families on the risks associated with shiftwork and extended hours and the impact of the home environment on fatigue.

Future Developments

Fatigue management is an evolving process and further management methods and processes are likely to be developed in the future.

The Centre for Sleep Research at the University of South Australia (and other appropriate authorities) are continuing to undertake research in this area and the organisation will give consideration to new developments as they arise.

Future issues for consideration include; the use of impairment testing; consideration of a social index, 'dynamic rostering', environmental and workload issues.

Related Documentation

The following documents elaborate on the issues relating to and implementation of fatigue management:

- RailCorp's Fatigue Management Strategic Plan,
- RailCorp's Fatigue Management Safety Standard,
- RailCorp's Fatigue Rostering Principles,
- RailCorp's "Are You OK?" Program,
- RailCorp's Secondary Employment Policy,
- RailCorp's Absence Management Policy, and
- RailCorp's Leave Policy.

DOCUMENT CONTROL SHEET
Contact for Enquiries and Proposed Changes

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2	25 August 2005	Incorporates amendments proposed by General Manager Train Crewing and endorsed by the RailCorp Board on 24 August 2005