

# HSEQ 0183 Fit For Work - Fatigue Procedure



Chess Electrics

Operations Procedures Manual

HSEQ 0183 Fit For Work - Fatigue

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## FIT FOR WORK - FATIGUE

### 1. PURPOSE

Chess Electrics is committed to creating and maintaining a safe, healthy and productive workplace for all employees, contractors and visitors. The purpose of the Fitness for Work Fatigue Procedure is to provide a fair and appropriate process to control and manage the risks regarding fatigue in the workplace.

This is done in order to:

- Ensure a safe and healthy environment for all Chess Electrics personal and ensure no person is put at risk from the possible effects of fatigue;
- Create an environment where all persons recognise the safety and health risks of fatigue;
- Foster a culture where it is a requirement that persons shall attend their duties free of any impairment caused by fatigue.
- Foster amongst all Chess Electrics personal that it is not acceptable to present for work impaired by fatigue;
- Encourage all persons to take responsibility for their own well being and fitness for work;
- Assist employees who have or could have fatigue related issues; and
- Provide an education programme to employees so that they may better understand and manage fatigue

This procedure applies to all employees of Chess Electrics and all work activities conducted at the direction of Chess Electrics.

Contractors and visitors shall comply with the requirements of this procedure.

### 2. DEFINITIONS

**Fatigue:** a physical condition that can result when an individual's physical or mental limits are reached and / or exceeded.

**Fit for Work:** that an individual is in a condition that enables them to perform assigned tasks in a manner that does not compromise the safety and health of themselves or other persons.

**Hazard:** something with the potential to cause harm, ill health or injury to people or the environment, damage to equipment and/or disruption to operations.

**Impairment:** a state where an individual is unable to perform his or her work safely and/or effectively due to factors that may impair their performance. This can include, but is not limited to, alcohol, psychological issues, physical limitations, fatigue, and drugs.

**Persons:** all employees, contractors, and visitors.

**Responsible Person:** persons employed by Chess Electrics who is employed in a Supervisory position.

**Risk:** the combination of the likelihood of an accident/incident happening and the damage, injury or ill health it will cause if it occurs. Damage can occur to a person, the environment, equipment and/or operations.

**Unfit for Work:** that an individual is in a condition that compromises the safety and health of themselves or other persons at the site.

## **PROCEDURAL REQUIREMENTS**

### **3.1 General**

The control of fatigue-related risk through:

- Appropriate application of workplace procedures, and
- Training and Education towards effective management of fatigue.

Workplace procedures and practices shall be reviewed regularly with a view to minimising fatigue related risk. In addition, this procedure will impose limits on the hours of work in any shift cycle. All personnel shall be required to adhere to these limits. In addition, the extent to which fatigue contributes to incidents shall be investigated.

The aim of this procedure is to ensure that rostered and non-rostered work can be completed to ensure that personnel do not suffer from fatigue that may place individuals or others at an unacceptable level of risk.

### **3.2 Factors Contributing to Fatigue - Individual Management**

It is essential that persons not be exposed to risk from fatigue. Fatigue may arise from some or all of the following circumstances:

- Quality and Quantity of Sleep / Rest;
- Lack of suitable rest and relaxation between shift rosters;
- Nature of Leisure Activities
- Physical Fitness and Exercise;
- Secondary jobs
- Family/Social Responsibilities;
- Lack of fluid intake;
- Stress;
- Travel
- Medical Conditions;
- Medication;
- Alcohol and Illicit Drugs;
- Diet and Nutrition.

All persons are encouraged to manage the schedule of his/her activities outside working time to ensure that the risk of fatigue is minimised.

### **3.3 Factors Contributing to Fatigue - Workplace Management**

In addition to individual factors it is acknowledged that there are also other factors at work that may expose people to the risk of fatigue. These may include:

- Environmental Conditions e.g. light, dust, noise, vibration, rain, temperature;
- Nature of work e.g. repetitive, monotonous, isolated or physical work;
- Ergonomics and design of work place;
- Timing and duration of Rostered breaks;
- Excessive hours at work (including overtime);
- Nature of Rosters

### 3.4 Management of Work Hours and Roster Cycles

The procedure will apply for authorisation to exceed the maximum shift length of 14 hours.

The person(s) required to work past the stated shift length must seek approval from their supervisor. If the shift length is to extend beyond 14 hours (excluding travel) then:

- a. The person(s) required to work past 14 hours (but not more than 16 hours) must seek approval from the supervisor, who will in turn seek authorisation from the Managing Director.
- b. The reasons for the extension must be given and any possible alternatives stated.
- c. Contingencies for manning to continue the tasks must be considered and stated to the Managing Director.
- d. The Supervisor will record all relevant details and sign off the authorisation.
- e. The person(s) required to work past the stated shift length will also sign-off on the record.
- g. A person should have a minimum break of 10 hours following the completion of any shift.

If the length of the shift is to extend beyond 16 hours (including travel) then a Risk Assessment shall be conducted and the approval of Managing Director. Person(s) should only work for greater than 16 hours in exceptional circumstances such as during genuine mine emergencies or unusual events either on or off site.

### 3.5 Travel

Where a person is rostered to work, it is their obligation to present themselves to work in a fit state for the duration of their rostered shift. Individuals are reminded of their duty of care to other road users of Queensland public roads and are required to undertake all travel within a safe manner recognising the inherent risk of driving while fatigued.

All persons are obligated to ensure that **travel plus work time does not exceed 16 consecutive hours**. Additionally individuals should have a minimum break of 10 hours following the completion of any shift.

## 4. Breaches of Protocols

This procedure specifies that breaches of protocols will be referred to the Managing Director and the appropriate discipline will be applied.

## 5. ROLES & RESPONSIBILITIES

### 5.1 Management

- Understand the intent and content of this procedure; and
- Ensure adequate resources available to ensure the requirements of this procedure.

### 5.2 Safety/Office Manager

- Ensure the training of all new employees in matters relating to this procedure and fatigue management;
- Facilitate reviews of this procedure;
- Recommend procedure changes and/or modifications; and

- Monitor the effectiveness of this procedure.

### 5.3 Supervisors

- Design and implement rosters that take into account workplace fatigue;
- Ensure that all personnel in their area are adequately trained and aware of their responsibility to manage fatigue.
- Act within the guidelines and intent of this procedure;
- Monitor performance to ensure safety; and
- Pro-actively manage the fatigue-related risk of their crew.

### 5.4 All Workers

- Ensure the management of personal fatigue as outlined in this documents is adhered to at all times;
- Present themselves to the workplace fit for duty;
- Obligated to monitor and manage their personal level of fatigue;
- Participate in any education programs around fatigue;
- Notify their immediate supervisor in the event that they are experiencing significant fatigue; and
- Hold each other accountable for fatigue related risk.

## 9. REVIEW CRITERIA

This document shall be reviewed as follows:

- Every FIVE years as per Chess Electrics procedures;
- When there is a change of method and/or technology that may affect the accuracy of this document;
- When there has been a significant event to which this document was relevant.

## 11. RECORD OF CONSULTATION & AUTHORISATION

In accordance with Australia Standards and Legislation this procedure has been prepared and distributed to those involved in the process for consultation with a record of consultation maintained.

### PROTOCOL FOR MANAGEMENT OF WORK HOURS AND ROSTER CYCLES

Type	Work Hours	Management Process
Normal Shift Length	12.75hours (max)	Varies - maximum applies
Normal Break Between Shifts	11.25	Varies - maximum applies
Maximum Shift Length excluding travel (without written permission to extend)	14 hours	Written permission for >14hours
Minimum break between shifts	10 hours	10 hours minimum break
Absolute Maximum Shift Length including travel (Dept Managers approval required - except declared emergencies)	16 hours	Approval from MD for >16hours Risk Assessment shall be conducted
Maximum number of Hours of worked in a week (averaged over a 28 day period)	60 hours	Approval from MD for >60 hours
Maximum Days on between rest periods where full shifts	8 days	Written permission for >8 days

worked		
Minimum breaks during 28 day period	2 blocks of 48 consecutive hours	

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