

**TLIF6407A**

**Manage fatigue management policy and procedures**

**Unit Descriptor**

This unit involves the skills and knowledge required to manage fatigue management policy and procedures in an organisation, including identifying legal requirements, liabilities and responsibilities; establishing and/or improving fatigue management implementation plan and related policy and procedures; and acting appropriately upon reports on the implementation of fatigue management policy and any identified breaches of fatigue management regulations. It also includes ensuring that the operation's systems are compliant with fatigue management regulations and policy; planning and organising adequate resources and operational systems; and facilitating the training and assessment of staff on their responsibilities and fatigue management techniques.

**Employability Skills**

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

**Application of the Unit**

Persons achieving competence in this unit will need to fulfil the applicable Commonwealth and state/territory legislation and relevant regulations covering the management of fatigue in the workplace.

Work is performed under minimum supervision generally as a manager. It involves the application of relevant regulations and the principles of fatigue management to the management of an organisation's fatigue management policies and procedures.

**Competency Field**

F – Safety Management

**ELEMENT**

Elements describe the essential outcomes of a unit of competency.

**1 Identify or confirm fatigue management legal requirements and responsibilities**

**PERFORMANCE CRITERIA**

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

- 1.1 Current legal requirements, liabilities and responsibilities for effective fatigue management within the organisation are identified and interpreted
- 1.2 Any existing fatigue management plans, policies and procedures are obtained and reviewed
- 1.3 Internal risks concerning the potential effects of fatigue are identified or confirmed and reviewed
- 1.4 External risks within the supply chain of the organisation's services and/or products concerning the potential effects of fatigue are identified or confirmed and reviewed in accordance

with regulations on fatigue management and the related chain of responsibility

- 2 Establish and improve fatigue management policy and procedures**
  - 2.1 A fatigue risk management system implementation plan for the organisation is developed or reviewed and improved
  - 2.2 The fatigue risk management policy and procedures for the organisation are developed or reviewed and improved in conjunction with relevant personnel
  - 2.3 Feedback is obtained from key stakeholders both within and outside of the organisation on the implementation plan and the related policy and procedures
  - 2.4 Appropriate adjustments are made to the plan, policy and procedures based on the feedback received
  - 2.5 Managerial approval for the fatigue risk management system implementation plan and the related policy and procedures is obtained in accordance with organisational procedures
  - 2.6 The fatigue risk management system implementation plan and the related policy and procedures are distributed and presented to relevant personnel in the organisation for implementation
  
- 3 Act upon reports on the implementation of fatigue management policy**
  - 3.1 Reports from designated personnel on the implementation of the organisation's fatigue risk management system implementation plan and the related policy and procedures are received and interpreted
  - 3.2 Accidents and safety incidents are reviewed and/or investigated and analysed to identify the extent to which fatigue might have been a contributing factor
  - 3.3 Information provided in the reports indicating that fatigue management policy and procedures are not being correctly implemented is analysed and an appropriate managerial response and related action is initiated
  - 3.4 Opportunities for improvements to the organisation's fatigue risk management system implementation plan and its related policy and procedures are identified and appropriate action is taken to make the necessary adjustments
  
- 4 Act upon identified breaches of fatigue management regulations**
  - 4.1 Identified or reported breaches of fatigue management policy are investigated in accordance with organisational procedures and regulatory requirements
  - 4.2 Action is taken to ensure that internal and/or external personnel who may have contributed to any breach of fatigue management policy are provided with appropriate feedback and information to avoid any recurrence of the breakdown in planned fatigue management processes
  - 4.3 Where organisational procedures or culture is found to have contributed to a breach in fatigue management policy,

appropriate action is taken to improve the procedures or address the culture in ways that aim to avoid any recurrence of the breakdown in planned fatigue management processes

4.4 A report on any breaches of fatigue management policy is prepared and submitted to designated personnel as per organisational procedures together with details of action taken to prevent a recurrence

**5 Ensure that operations systems are compliant with fatigue management regulations and policy**

5.1 All operations systems and standard operating procedures are reviewed in terms of their compliance with the organisation's fatigue management regulations and policy

5.2 Where necessary, changes are made to operations systems and standard operating procedures to ensure that they are compliant

5.3 In accordance with the principles of 'chain of responsibility', appropriate discussions are held with relevant personnel in supplier or subcontractor companies in the organisation's supply chain to ensure their operation's systems and standard operating procedures are compliant with the fatigue management regulations and policy

**6 Plan and organise adequate resources and operational systems**

6.1 Organisational budgets and resource allocation strategies are planned to provide adequate resources for the implementation of the organisation's fatigue risk management system

6.2 Periodic reviews are undertaken of budgetary and resource allocation arrangements as they relate to the implementation of the organisation's fatigue risk management systems and appropriate improvements are made if required

**7 Facilitate the training and assessment of staff on fatigue management policy and procedures**

7.1 Organisational training systems are planned to provide competency-based on the job and off the job training and assessment opportunities as detailed in the organisation's strategic plan

7.2 Team leaders and supervisory and training staff are provided with adequate opportunities to develop the required expertise to contribute to the organisation's fatigue management training and assessment activities

7.3 Periodic reviews are undertaken of fatigue management training systems and appropriate improvements are made if required

## **REQUIRED KNOWLEDGE AND SKILLS**

This describes the essential knowledge and skills and their level required for this unit.

### **Required knowledge:**

- Relevant legislation, regulations, permit and licence requirements related to fatigue management

- Relevant OH&S regulations as they relate to fatigue
- Components of a fatigue risk management system and policies and procedures related to fatigue management, and the control of factors that can contribute to fatigue and fatigue-related accidents
- Responsibilities of both an organisation and individual employees for the implementation of fatigue management regulations and policies, including requirements agreed with suppliers and sub-contractors in the supply chain of the organisation's services and products
- Procedures for the auditing and review of an organisation's fatigue risk management system and related policy and procedures, and for the reporting of the outcomes of audits
- Budgetary and resource requirements for the implementation of an organisation's fatigue risk management system
- Processes and resources for assessing employees' competence in fatigue management
- Systems for auditing of the effectiveness and efficacy of an organisation's fatigue risk management strategies, policies and procedures
- Strategies for ensuring that the investigation and analysis of errors, safety incidents and accidents identify the extent to which fatigue is a contributing factor
- Options and resources for providing training and learning opportunities for employees on fatigue management and the implementation of an organisation's fatigue risk management system, including initial induction training, in-depth training on fatigue and fatigue management techniques, remedial training where existing competence is assessed as being insufficient, and refresher training on fatigue management
- Sources of information on fatigue
- The risks and hazards created by fatigue in the workplace
- How fatigue affects workplace performance
- How fatigue contributes to workplace accidents
- Ways of recognising fatigue
- Fatigue reduction and proofing strategies available to an organisation that can minimise the risk of errors and safety incidents due to fatigue such as assigning low risk tasks to periods when fatigue risk is higher
- Causes and effects of fatigue on employees
- Strategies and ways to manage fatigue
- Factors which increase fatigue-related errors and accidents
- Lifestyles which promote the effective long-term management of fatigue

**Required skills:**

- Communicate effectively with others when implementing the organisations's fatigue risk management system
- Read and interpret documentation on fatigue management legislation and the organisation's fatigue risk management system and apply them to management activities
- Recognise breaches of fatigue management strategies and regulations and take appropriate action in accordance with organisation's fatigue risk management system
- Work collaboratively with employees and other management staff others to implement the organisation's fatigue risk management system

- Plan and organise budgetary requirements and resource allocation for the implementation of an organisation's fatigue risk management system
- Organise audits and reviews of an organisation's fatigue risk management system
- Modify activities and take appropriate initiatives to manage the implementation of an organisation's fatigue risk management system depending on differing contexts, risk situations and environments
- Adapt to any changes in legislation and regulations as they may relate to fatigue management
- Facilitate systems that assist employees to identify their own learning needs on matters related to fatigue management

## RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Workplace may include:

- any work environment requiring safety critical operational judgements to be made and in particular when operating equipment, vehicles, load shifting equipment, trains, marine vessels and aircraft at night

Components of a fatigue risk management system include:

- risk management policy documents
- risk management procedures
- risk management competence assessment processes
- risk management training and learning opportunities
- hazard control system

The need for fatigue management in a range of industry situations including:

- operations conducted at all times but particularly at night
- typical weather conditions
- while working and/or driving at a workplace, depot, base or warehouse
- while working and/or driving at a client's workplace or work site
- driving a motor vehicle on the open road
- driving a motor vehicle on a private road
- driving a train, locomotive or motive power unit
- operating a marine vessel in coastal or international waters
- operating an aircraft
- operating load shifting equipment
- operating safety critical industrial plant and equipment

Work-related factors that may contribute to fatigue include:

- work demands such as: workload, work duration, shift pattern, time of day, frequency and duration of breaks and the type of work (e.g. working in isolation, repetitive tasks and boring, monotonous or under-challenging tasks)
- organisational factors such as: work environment (including temperature, ventilation, continual rhythmic vibration from equipment), payment system, trip and work scheduling, and the predictability of work

Worker/operator-related factors that may contribute to fatigue include:

- lifestyle factors such as: sleep patterns, alcohol and drug use, quantity and timing of food and drink, and opportunities for relaxation with family and friends
- working multiple jobs
- personal or biological factors such as: state of mental and/or physical health, inadequate sleep, sleep disorders, emotional stress, family responsibilities, relationship difficulties, inadequate competence to complete work tasks, and circadian rhythms

Responsibilities of organisation for fatigue risk management may include:

- providing support such as: complying with fatigue management regulations, developing and implementing appropriate policy and procedures, providing assessment, training and learning opportunities, and establishing and implementing error and incident reporting systems
- ensuring work schedules provide adequate opportunity for rest and recovery between shifts
- assessing work tasks for fatigue related risk and redesigning if necessary
- managing fatigued employees

Responsibilities of individual for fatigue risk management may include:

- following the organisation's fatigue management policy and procedures
- using time away from work appropriately to rest and recover
- checking and ensuring fitness for work
- reporting symptoms of fatigue

Fatigue management competency-based training may include:

- initial induction training (incorporating a basic fatigue management component)
- fatigue management awareness training
- in-depth training on fatigue and fatigue management techniques
- remedial training where existing competence is assessed as being insufficient
- refresher training on fatigue management

Depending on the organisation, operating procedures may include:

- standard operating procedures
- company procedures
- enterprise procedures
- organisational procedures
- established procedures

Information and documents may include:

- Commonwealth and state/territory regulations and guidelines concerning fatigue management in various transport and workplace situations
- fatigue risk management system documents
- workplace instructions and procedures on fatigue management
- reports of audits of fatigue risk management system
- error and safety incident reports
- relevant OH&S regulations and procedures
- relevant standards and certification requirements
- quality assurance procedures

Applicable legislation, regulations and codes may include:

- relevant regulations and codes of the Commonwealth Government and the state/territory regulatory authorities concerning fatigue management
- relevant state/territory road rules
- relevant rail industry safe working codes and regulations (where applicable)
- relevant state/territory permit regulations and requirements
- relevant state/territory OH&S legislation

## EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

### **Critical aspects for assessment and evidence required to demonstrate competency in this unit**

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
  - the underpinning knowledge and skills
  - relevant legislation and workplace procedures
  - other relevant aspects of the range statement

**Context of and specific resources for assessment**

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
  - a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or
  - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
  - relevant and appropriate materials and/or equipment, and/or
  - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

**Method of assessment**

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
  - through appropriately simulated activities at the registered training organisation, and/or
  - in an appropriate range of situations in the workplace