

CONVOY

T R A N S P O R T

CONVOY TRANSPORT PTY LTD

Occupational Health and Safety



Amendment Driver Fatigue Management Issue #: 1 Revision #: 0
Record Policy

Reviewed by: Jason Haywood Approved by: Jason Haywood
Managing Director Managing Director

Driver Fatigue Management Policy

Purpose:

The purpose of this policy is to identify and reduce risks in relation to driver fatigue and to provide adequate resourcing to prevent fatalities, injury or illness caused by fatigue.

Policy:

Convoy Transport Pty Ltd is committed to protecting the health, safety and welfare of our workers by ensuring drivers do not drive if they are impaired by fatigue. We believe that driver fatigue can cause the potential for fatalities or serious injuries to workers (including contractors and workers of contractors), visitors or members of the public and as such, are committed to the effective management of fatigue risks.

Driver fatigue can be defined as feeling tired, drained or exhausted. Fatigue influences an individual's physical and mental and emotional state. When feeling fatigued, alertness is reduced, which can lead to poor judgments, slower reactions to events and decreased motor skills. Fatigue can also lead to long term health problems in some individuals.

Convoy Transport Pty Ltd will:

- Identify and assess those aspects of relevant drivers that may lead to fatigue and/or the commission of a fatigue related offence;
- Develop and implement a documented **Safe Driving Plans** in the following situations;
 - Overnight shifts;
 - Potential for extended shifts;
 - Where fatigue has been identified as a potential health and safety risk;
- **SDP** will be developed in consultation with relevant persons;
- Adequacy of the **SDP** will be reviewed every 6 months, or if an incident or near miss occurs in relation to fatigue. The plan will then be monitored and reviewed accordingly;
- Ensure drivers do not work more than the maximum work hours or rest less than the minimum rest hours in a certain period set out by law.



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Driver Fatigue Management Procedure

Responsibilities:

Convoy Transport Pty Ltd is responsible to:

- Ensure the health and safety of drivers and other workers with regard to fatigue;
- Have a Safe Driving Plan in place;
- Consult with drivers and any other persons who may be exposed to fatigue related risks;
- Identify and assess hazards arising from worker fatigue;
- Eliminate or control fatigue related risks;
- Provide information and instruction on managing fatigue risks; and
- Provide supervision of work practices to reduce worker fatigue.

Drivers, and others, are responsible to:

- Cooperate with Convoy Transport Pty Ltd Safe Driving Plans and other relevant work health and safety systems;
- Carry out work according to fatigue management policy and safe work procedures;
- Consult with relevant managers and supervisors in relation to fatigue management;
- Report any hazards and risks relating to fatigue;
- Participate in fatigue risk management activities;
- Ensure that their behaviour does not create or increase fatigue risks, and do their best to remain fit for work;
- Refuse work when impaired by fatigue.

To assist in the identification of risk associated with fatigue, a risk assessment will be carried out at least annually. The risk assessment will look carefully at hazards related to fatigue, assesses the resulting risk levels and determines how to eliminate or reduce and control those risks.

A risk assessment will involve:

- Input from workers via consultation;
- Review of incidents to determine if fatigue has been a contributing risk factor;
- Use of relevant resources and information (e.g. industry guides, Codes of Practice, guides produced by regulatory bodies); and
- Documenting the risk assessment.

Risk Factors may include:

- Travel times from depot to pick up and delivery;
- Inadequate sleep and inadequate rest breaks;
- Insufficient training;
- Loading and unloading procedures;
- Individual worker traits - young workers, workers returning from injuries, inexperienced workers;
- Work schedules; and
- Non-work factors - family commitments, second jobs, lifestyle etc.

Work practice indications of fatigue include:

- Increased errors and loss of concentration;
- Impaired coordination;
- Compromised judgement;
- Slower reaction times.

Procedure:

Work schedules will be prepared with regard to the following:

- Hazards, risks and controls, as determined by a risk assessment;
- Previous work hours/required break-away times;
- Times required to perform tasks safely;
- Legislative requirements for maximum work hours;
- Sufficient rest breaks, including personal activities such as washing, eating meals and travelling to/from work;
- Shift work (especially rotating shifts);
- Reduce night shift work where possible; and
- Limiting the amount of allowable over-time, shift swapping, and on-call duties as required to reduce fatigue.

Convoy Transport Pty Ltd implements control measures as required to reduce risks of fatigue in the workplace such as:

- Provide training to allow multi-skilling and opportunities for job rotation;
- Use alarms, buddy system or monitoring for isolated/remote workers;
- Eliminating or reducing and controlling identified fatigue risk factors whenever possible;
- Rotating workers and/or limiting the amount of time per shift the individual workers spend on physically and/or mentally sustained and demanding jobs;
- Monitoring the work environment and designing adequate controls for environmental and workplace conditions;
- Ensuring an adequate amount of time, number of workers and resources are allocated to jobs;

- Ensuring there is a system available for supervisors to re-schedule jobs/tasks if fatigue becomes a problem;
- Maintaining adequate consultation and communication with workers in regard to fatigue;
- Allowing for essential family commitments and unexpected additional carer duties for workers;
- Providing information and education to workers regarding non-work-related fatigue risk factors; and
- Encouraging workers to report non-work-related fatigue risk factors to their supervisor/Organisation.

Convoy Transport Pty Ltd will ensure the following (standard) maximum hours of work and minimum hours of rest are followed.

Important note on the following table: The table below has been provided to assist in documenting rest times for your company. The times used below are derived from the NHVR work and rest requirements for standard hours and are examples only. <https://www.nhvr.gov.au/safety-accreditation-compliance/fatigue-management/work-and-rest-requirements/standard-hours>.

It is critical that you check with your state/territory regulator and edit the table below to enter the correct rest times for your jurisdiction and/or company requirements.

For those working under fatigue management accreditation or another management scheme, edit the table to add the applicable information.

This note can be deleted after entering the correct information for your circumstance.

Operating standards for hours of work and rest	
Solo commercial vehicle driver	
Minimum continuous non-work time in any 5.1/2 hours	15 continuous minutes' rest time
Minimum continuous non-work time in any 8 hours	30 minutes' rest time in blocks of 15 continuous minutes
Minimum continuous non-work time in any 11 hours	60 minutes' rest time in blocks of 15 continuous minutes
Minimum continuous non-work time in any 24 hours	7 hours
Minimum continuous periods of time not working in any 7 days	6 periods of a minimum seven hours' rest between 10pm on a day and 8am on the next day
Minimum 24 hours' continuous periods of time not working in any 28 days	4 periods

Driving with a relief driver- two-up driver (hrs. for each driver)	
Minimum continuous non-work time in 5 ½ hour period	15 continuous minutes' rest time
Minimum continuous non-work time in any 8 hours	30 minutes' rest time in blocks of 15 continuous minutes
Minimum non-work time in a 24-hour period	5 continuous hours' stationary rest time
Minimum continuous non-work time in any 52 hours	10 continuous hours' stationary rest time
Minimum continuous non-work time in any 7 days	24 hours' stationary rest time in blocks of at least 7 continuous hours of stationary rest time
Minimum continuous non-work time in any 14 days	2 x-night rest breaks and 2 x-night rest breaks taken on consecutive days

Drivers must ensure they are familiar with the early signs of fatigue. Drivers must stop their vehicle, report any symptoms of fatigue to their supervisor and ensure a rest break of sufficient time is taken.

Drivers must complete a Log Book regardless of distance travelled. Information to be recorded includes:

- Whether they are working under the Standard hours (or others such as approved Alternative Fatigue Management Scheme);
- Work hours;
- Times when changing from work to rest hours.

Training:

Training and education include coverage of issues such as:

- An explanation of what fatigue is and how it affects us;
- The physical, psychological and practical signs of fatigue;
- Possible causes and effects of fatigue;
- Risks involved with working while fatigued; and
- The **Safe Driving Plan** and risk assessments.

