

## FATIGUE MANAGEMENT POLICY

Fatigue is more than feeling tired and drowsy. In a work context, fatigue is a state of 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
- a need for extended sleep during days off work.

## WHY IS FATIGUE A PROBLEM IN THE WORKPLACE?

Fatigue may increase the risk of incidents because of a lack of alertness. Fatigue may result in a slower reaction to signals or situations and affect the ability to make good decisions, particularly when:

- operating fixed or mobile plant including driving vehicles
- undertaking critical tasks that require a high level of concentration
- undertaking night or shift work when a person would ordinarily be sleeping.

A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of workers while they are at work. This means if fatigue is identified as causing a risk to work health and safety, then suitable control measures should be implemented in consultation with workers to eliminate or minimise the risks.

## COASTAL WILL COMPLY WITH RELEVANT FATIGUE MANAGEMENT REQUIREMENTS BY IMPLEMENTING MEASURES THAT MINIMISE FATIGUE BY:

- consulting with drivers on fatigue issues
- complying with operating limits (e.g. minimum continuous break for sleep)
- assessing fatigue risks associated with work undertaken
- ensuring employees are trained and informed about fatigue
- ensuring contracts and business arrangements consider fatigue issues
- implementing Safe Work Methods Statements and procedures to minimise fatigue
- checking that required medical assessments have been undertaken and certificates are current
- using a Fitness for Duty checklist and driver declaration
- providing training on how to recognise and manage fatigue
- providing information on how to minimise fatigue

## YOUR RESPONSIBILITY AS A WORKER

To reduce the risk of being involved in a work incident caused by fatigue, you should:

- comply with your organisation's policies and procedures relating to fatigue
- understand your sleep, rest and recovery needs and obtain adequate rest and sleep away from work
- seek medical advice and assistance if you have or are concerned about a health condition that affects your sleep and/or causes fatigue
- assess your own fitness for work before commencing work
- monitor your level of alertness and concentration while you are at work
- look out for signs of fatigue in the people you work with in consultation with your supervisor, take steps to manage fatigue, for example take a break or short nap (night shift), maintain hydration (drink water), do some stretching or physical exercise, adjust the work environment (lighting, temperature)
- talk to your supervisor or manager if you foresee or experience being impaired by fatigue
- assess your fatigue levels after work and take suitable commuting and accommodation options (e.g. avoiding driving if fatigued).