



POL 1.4.3: Fatigue Management Policy (Excerpt)

HAWGOOD HAULAGE is committed to ensuring a safe and healthy work environment for drivers, other road users and members of the public. As such, this policy is designed to assist Drivers and other Chain of Responsibility Participants in meeting their responsibilities in managing Fatigue as per COR Policy

This policy applies to all Chain of Responsibility Participants. This policy should be read in conjunction with our Chain of Responsibility Policy, Qld Transport & Main Roads Legislation, training materials and reference documents relating to Fatigue Management.

Work (for the purposes of this policy) means:

1. driving a Heavy Vehicle;
2. instructing another person to drive, or supervise another person driving, a Heavy Vehicle;
3. performing another task relating to the use of a Heavy Vehicle, including but not limited to:
 - (i) loading materials into, or unload materials from the Heavy Vehicle;
 - (ii) inspecting, servicing or repairing the Heavy Vehicle;
 - (iii) inspecting or attending to a load on the Heavy Vehicle;
 - (iv) cleaning or refuelling the Heavy Vehicle;
 - (v) performing marketing tasks in relation to the use of the Heavy Vehicle (such as arranging for the transport of materials by the Heavy Vehicle and canvassing for orders for the transport of materials by the Heavy Vehicle);
 - (vi) helping another person to perform, or supervise another person performing, a task mentioned in any of subparagraphs (i) to (v);
4. recording information or complete a document, as required under the Chain of Responsibility Legislation, a corresponding fatigue law or otherwise, in relation to the use of the Heavy Vehicle;
5. occupying the Driver's seat of a Heavy Vehicle while its engine is running.



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SIGNS & SYMPTOMS OF FATIGUE:

The following is a non-exhaustive list of typical signs of fatigue while driving:

1. trouble keeping your head up;
2. wandering disconnected thoughts (e.g. daydreaming);
3. inability to remember driving the last few kilometres;
4. irritability;
5. eyes closing for a moment, eye lids drooping or vision going out of focus (e.g. microsleeps);
6. frequent yawning;
7. poor judgement including drifting over the centreline or onto the gravel at the side of the road, not noticing signs and hazards, missing an exit, missing gear changes, approaching corners too fast, poor steering or braking too late and changing speed without noticing; and
8. seeing things that are not there.

Drivers are responsible for:

1. Ensuring that they do not drive while impaired by fatigue or while otherwise unfit for duty
2. Ensuring they comply with maximum Work time and minimum rest time requirements when driving Fatigue Regulated Heavy Vehicles
3. Complying and cooperating with all policies, procedures, instructions and rules concerning fatigue management and trip procedures
4. Taking reasonable care to ensure their own health and safety by monitoring and managing their own fatigue
5. recording their Work and rest times in a Work Diary
6. submitting copies of completed Work Diary pages
7. completing a fitness for duty assessment prior to commencing Work
8. participating in fatigue management training
9. refraining from activities outside of Work that will have a negative effect on their fatigue during Work



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When Drivers are fatigued, they must:

1. notify Management if they are unfit to work due to any lifestyle, health or medical issue.
2. report any warnings, infringement notices or court appearance notices they receive relating to fatigue management to Management
3. report any roster, schedule or delivery requirement that is unreasonable or impracticable or may require the Driver to breach maximum Work time or minimum rest time requirements or drive while impaired by fatigue. Drivers must notify Management in such circumstances.

Management are responsible for:

1. consulting with Drivers and Chain of Responsibility Participants about fatigue management practices
2. monitoring and reviewing the effectiveness of fatigue management measures
3. participating in any management or other meetings in which they consider control measures that eliminate or reduce the risks associated with Driver fatigue.

Schedulers are responsible for:

1. Schedulers are required to ensure that rosters, schedules and safe driving plans are monitored and regularly reviewed
2. Schedulers are required to ensure that rosters, schedules and safe driving plans are in writing and provided to Drivers with sufficient advance notice so the Driver can comply with their fatigue management obligations
3. Schedulers are required to ensure that rosters, schedules and safe driving plans reasonable and achievable having regard to maximum Work time and minimum rest time requirements as well as other factors such as traffic conditions and delays that could reasonably be expected
4. Schedulers are required to consult with Drivers about rosters, schedules and safe driving plans
5. Schedulers are required to ensure that rosters, schedules and safe driving plans do not require or encourage Drivers to breach maximum Work time or minimum rest time requirements
6. Schedulers are required to take action to minimise fatigue risks when altering rosters or schedules
7. Schedulers are required to keep accurate records of all rosters and schedule



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Health and safety officers / compliance officers are responsible for:

1. ensuring that schedules and Drivers are trained and re-trained in their fatigue management obligations
2. maintaining training records of all Workers including the details of:
 - a) what training has been undertaken, who delivered the training and when the training was undertaken
 - b) when re-training is required
 - c) qualifications of Workers, including any units of competence achieved
3. reviewing Driver Worksheet pages on a regular basis to ensure the Drivers are complying with maximum Work time and minimum rest time requirements & acting on any non- conformances.
4. checking the accuracy of Worksheets by cross- checking against proof of delivery records, fuel receipts, weighbridge records, gate entry/exit times etc.
5. monitoring, identifying, reporting, investigating and recording breaches of fatigue management obligations

POLICY BREACH: DISCIPLINARY ACTION:

HAWGOOD HAULAGE may take disciplinary action against any Worker who breaches this policy.

The disciplinary action taken will be determined in the sole discretion of and may include:

1. Issue of Warning: Non-Conformance Report
 2. Further training in this policy
 3. Suspension, including suspension without payment
 4. Termination of the employment or engagement of the Worker with notice or immediately
 5. Where the driver is not an employee of Hawgood Haulage: requiring the employer of the Worker to cease using the Worker to provide any services to HAWGOOD HAULAGE.
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HAZARD REPORTING:

Every Chain of Responsibility Participant is encouraged to notify Management of:

1. any work system, situation or practice that the Chain of Responsibility Participant considers may have the consequence of a Driver having an incentive to, or being expected to:
 - (i) breach maximum Work time or minimum rest time requirements; or
 - (ii) drive while impaired by fatigue;
2. any Worker or Chain of Responsibility Participant who is, or may be, in breach of this policy.

The Management of Hawgood Haulage will treat any notification made under this clause seriously. Following such a notification, Management may make enquiries or may make changes to a work system, situation or practice.