



HAWGOOD HAULAGE PTY LTD



***EMPLOYEE FATIGUE AWARENESS
(DRIVERS) INDUCTION***

Employee's Name:

Employee's Role in Basic Fatigue Management:

Date: ____/____/____



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What is driver fatigue?

Driver fatigue, or tiredness, is a general term used to describe the experience of being 'sleepy', 'tired' or 'exhausted'. The effect of fatigue is both a physical and a psychological experience and can severely impair judgement when driving. Driver fatigue can cause lapses in concentration which could prove fatal. Fatigue is not just a problem for drivers on long trips, as any driver can suffer from fatigue, even on short trips. The problem with fatigue is that it develops slowly and drivers often do not realise they're too tired to drive safely. Drivers must learn to recognise the warning signs and take a break before it is too late.

DID YOU KNOW?

- ❖ *Fatigue is involved in up to 30 % of fatal crashes and up to 15 % of serious injuries requiring hospital treatment.*
- ❖ *Being awake for more than 17 hours is similar to having more than two standard drinks and having a blood alcohol content of more than 0.05*

*Legislative requirements Under section 10 of the Transport Operations (Passenger Transport) Standard 2010, a driver of a public passenger vehicle must not operate a vehicle while fatigued. An operator of a public passenger service must take reasonable steps to ensure that each driver complies with the fatigue management requirements (section 21 of the Transport Operations (Passenger Transport) Standard 2010). If a driver operates a vehicle with a vehicle mass of more than 12 tonne or a bus that can carry more than 12 adults (including the driver) they must also comply with the requirements of the Transport Operations (Road Use Management – Fatigue Management) Regulation 2008. New requirements under this legislation came into effect on 29 September 2008 and include revised work and rest hours and record keeping requirements. **There is now a general duty on all parties in the chain of responsibility to take reasonable steps to manage fatigue.** For more information go to the Department of Transport and Main Roads website at www.tmr.qld.gov.au or the National Transport Commission (NTC) website at www.ntc.gov.au.*



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RISK FACTORS - Causes of Fatigue

Which of the risk factors below that could most likely affect your level of fatigue in the style of work that you perform?

- *Inadequate amount or poor quality of sleep over an extended period*
- *Sustained mental or physical effort*
- *Disruption of the normal cycles of daytime activity and night sleep*
- *Environmental stresses during sleep (such as light, heat and noise)*
- *Medication (some medications cause drowsiness)*
- *Diagnosed or undiagnosed sleep disorders (sleep apnoea, insomnia and narcolepsy)*
- *Obesity/dietary habits*
- *Night work (causes sleep implications as daytime sleep is less restorative than nocturnal sleep)*
- *Workload and lifestyle choices (illness, childcare, sport, socialising, studying).*

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WARNING SIGNALS: Identifying Fatigue

- *Repeated yawning*
- *Loss of attentiveness*
- *Lower reaction times*
- *Impaired judgement*
- *Feelings of drowsiness or tiredness*
- *Reduced alertness*
- *Sore, red and tired eyes*
- *Dim or fuzzy vision*
- *Droning or humming in ears*
- *Wandering, disconnected thoughts*
- *Mood swings (feeling irritable and restless)*
- *Daydreaming*
- *Muscle stiffness and cramps*
- *Difficulty keeping your head up or eyes open*
- *Driving speed creeping up or down*
- *Finding it difficult to maintain your lane position when driving.*

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CONTROLLING THE RISK- Preventing Driver Fatigue

In-vehicle fatigue management strategies

- *Stop regularly, at least once every two hours and take short breaks. Walk around for a while, exercise and breathe deeply.*
- *Counteract fatigue with regular healthy food and drink. High protein and low Glycaemic Index (GI) foods are best, for example, a salmon sandwich on wholegrain bread. Avoid excessive consumption of high calorie, high fat and high GI foods such as thick shakes as these can make you drowsy.*
- *Carry plenty of drinking water in the vehicle and drink it regularly.*
- *Wear sunglasses when driving to minimise glare. General fatigue management strategies*
- *Ensure adequate sleep (minimum six consecutive hours in a single 24 hour period, however the average required on a sustained basis is about seven to eight hours).*
- *Set up conditions at home (and the vehicle) so you can get as much sleep as possible. Reduce noise, light and disturbances.*
- *Enlist family support for a peaceful environment when sleeping (particularly when sleeping in daylight).*
- *Manage stress (work related and personal).*
- *Improve general health and fitness. Exercise and avoid being overweight.*
- *Have regular health checks. Ensure that you do not have a sleep disorder or other medical conditions that could affect your driving ability.*
- *Check what prescription medicines you are taking. Some can affect your alertness or cause drowsiness. Check with your pharmacist or doctor*

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Standard hours

Work and rest hour requirements under standard hours. Standard hours apply to all drivers who do not have accreditation for fatigue management.

Solo drivers

TIME	WORK	REST
In any period of...	A driver must not work for more than a maximum of...	And must have the rest of that period off work with at least a minimum rest break of...
5 ½ hours	5 ¼ hours work time	15 continuous minutes rest time
8 hours	7 ½ hours work time	30 minutes rest time in blocks of 15 continuous minutes
11 hours	10 hours work time	60 minutes rest time in blocks of 15 continuous minutes
24 hours	12 hours work time	7 continuous hours stationary rest time*
7 days	72 hours work time	24 continuous hours stationary rest time
14 days	144 hours work time	2 x night rest breaks#and 2 x night rest breaks taken on consecutive day

**Stationary rest time is the time a driver spends out of a heavy vehicle or in an approved sleeper berth of a stationary heavy vehicle. #Night rest breaks are 7 continuous hours stationary rest time taken between the hours of 10pm on a day and 8am on the next day (using the time zone of the base of the driver) or a 24 continuous hours stationary rest break.*

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Counting time

Legislation requires that work time and rest time be counted in a certain way. Understanding the rules for counting time will help drivers manage work and rest times and assist other [responsible parties in the supply chain](#) comply with their duties to manage work and rest time and prevent driver fatigue.

What is work time?

Work time includes all tasks to do with the operation of the fatigue-regulated heavy vehicle. Driving is obviously work time, but work time also includes tasks such as:

- *loading and unloading the vehicle*
- *inspecting, servicing or repair work*
- *attending to the load or to passengers (on a bus)*
- *cleaning or refuelling the vehicle*
- *instructing or supervising another person including learning to drive a heavy vehicle, learning a new route, making deliveries etc.*
- *recording information or completing a document (for example your work diary).*

It doesn't matter if the tasks occur on private property or on a road or road related area, they are still classified as work.

What is rest time?

Rest time is all time that is not work time.

Rules for counting time

Time is always counted from the end of a rest break. The legislation requires that:

- *time periods are always counted forward from the end of a rest break*
- *time periods of 24 hours or longer must be counted forward from the end of a 'relevant major rest break.'*

This information will help you understand how to count work and rest hours in different periods of time.



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Periods less than 24 hours

Periods of less than 24 hours must be counted forward from the end of any period of rest time. This method is used to ensure compliance with short rest break requirements (e.g. standard hours solo driver offence of working more than seven hours 30 minutes in a period of eight hours).

24-hour periods

Periods of 24 hours must be counted forward from the end of a 'relevant major rest break'. When applied to a 24 hour period a 'relevant major rest break' is the longest continuous rest break required for your hours option. You must start counting 24 hour periods from the end of that break.

For example, you must start counting 24 hour periods from:

- **Standard Hours solo** – the end of a rest break of seven or more continuous hours
- **Standard Hours two-up** – the end of a rest break of five or more continuous hours
- **Basic Fatigue Management (BFM) Hours solo** – the end of a rest break of seven or more continuous hours (or at the end of a rest break of six continuous hours if a 'split rest break' has been taken)
- **BFM Hours two-up** – 24 hour periods can be counted forward from the end of any rest break because this option does not require a 'major rest break' in a 24 hour period
- **Advanced Fatigue Management (AFM) Hours** – the end of a rest period defined as the relevant major rest break on the AFM certificate.

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Important notes

You must count work and rest time for the whole 24 hour period following the end of a relevant major rest break. If you take another (subsequent) relevant major rest break during that 24 hour period, it does not reset the 24 hour period and you must continue counting work time for that 24 hour period after the break. You must count all work time before and after the subsequent relevant major rest break in that 24 hour period.

For example, if on a day you started working at 6am and worked:

- *5¼ hrs (6–11.15am) then took a 15-minute break*
- *2¼ hrs (11.30am–1.45pm) and took a 90-minute break*
- *4½ hrs (3.15–7.45pm) then took a seven-hour major rest break.*

You have completed the maximum 12 hours work time in any 24 hour period at 7.45pm and may not commence working again until 6am on the next day because that is when the 24 hour period you are counting finishes.

What if a driver doesn't take the legally required rest break?

If you do not have the required relevant major rest break in the period, you must count 24 hour or longer periods from the end of any rest break.

Periods of seven, 14 and 28 days

Periods of seven days or longer can be counted forward from the end of any 'relevant major rest break'.

The relevant major rest break for a period of seven or more days may be either:

- *a 24 continuous hours rest period*
- *a rest break of at least seven continuous hours of stationary rest time for two-up drivers*
- *a night rest break of seven continuous hours stationary rest time (taken between 10pm on a day and 8am on the next day) for drivers of buses and coaches.*

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FATIGUE: Your responsibility as a worker

Workers have a duty to take reasonable care for their own safety and health and make sure their acts or omissions don't adversely affect the health or safety of others.

There are different ways workers can make sure they're not at risk of fatigue in the workplace. 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 get adequate rest and sleep away from work.*
- *Seek medical advice and help 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 starting.*
- *Monitor your level of alertness and concentration while you're 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 shift naps (night shift), drink water, do some stretching or physical exercise, adjust the work environment (for example lighting and/or temperature).*
- *Talk to your supervisor if you think you're at risk of fatigue.*
- *Assess your fatigue levels after work and make sensible commuting and accommodation decisions (for example avoid driving if you are feeling fatigued).*

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Driver Responsibilities:

- You are required to state your rest breaks on your Daily Worksheet HH4.1 or other contractor run sheets.
- You are required to sign you are “Fit for Duty” statement on the Daily Worksheet which certifies you are not fatigued.

*I hereby confirm I have read and understood this training information as related to **Basic Fatigue Management** and acknowledge my role in the Chain of Responsibility to ensure Hawgood Haulage P/L maintains high levels of safety at all times.*

Name: _____

Signature: _____

Date: ____/____/____