

## Procedure PR-PRO-010

### Fatigue Management

#### 1. SUMMARY

- 1.1. The purpose of this document is to outline Pure Rail's process to manage risks associated with fatigue.
- 1.2. This procedure documents the minimum requirements applicable to all Pure Rail employees.
- 1.3. The Directors are responsible for implementation and management of this procedure.

#### 2. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
1	30/06/2014	Original issue.	Helen Broadbent
2	25/11/2021	Updated document number and formatting. Updated Summary. Further detail added to Accountabilities and Procedure.	Kyle Devine

#### 3. DEFINITION

In general, fatigue can be defined as feelings of tiredness and reduced ability to perform mental and physical tasks. Fatigue manifests in impaired performance, reduced alertness, and reduced capacity to concentrate, coordinate tasks, respond to certain situations and recognize risk. Fatigue arises as a result of inadequate sleep, time of day, workload and work task.

#### 4. ACCOUNTABILITIES

##### 4.1. Pure Rail Director/s and Managers:

- Consider the risk of fatigue when planning work activities and identify suitable controls
- Schedule work in line with the hours of work guidelines in this document, and ensure the risk of fatigue is managed for any work required outside of these guidelines
- Monitor actual hours of work and take action where required to reduce fatigue risk
- Ensure workers receive appropriate information, instruction and training in fatigue related symptoms, risks and controls
- If a worker is not able to work in a safe and effective manner, take prompt and appropriate action to identify and address this concern
- Ensure instances of possible fatigue, including work outside of the hours of work guidelines, are reported where required

##### 4.2. Pure Rail workers:

- Obtain sufficient sleep outside of work

- Do not work if you believe you are at high risk of fatigue
- Do not engage in activity outside of work, including other employment, that may cause you to be fatigued while carrying out work for Pure Rail
- If ill or prescribed medication, discuss the nature of your work with your medical practitioner. If your safety or performance may be affected, advise Pure Rail Director/s or Operation Manager as soon as possible
- Be aware of signs of possible fatigue and advise Pure Rail Director/s or Operation Manager of any concern relating to the possible fatigue of yourself or others

## 5. PROCEDURE

### 5.1. Understand fatigue related risks

Pure Rail Director/s and Manager/s, in consultation with workers, will consider the risk of fatigue when planning work and ensure that suitable risk controls are in place.

- Schedule work in line with hours of work guidelines (section 5.2)
- Aim to reduce the need to work extended hours and/or call out work wherever possible
- Monitor actual hours of work and take action to reduce risk of fatigue where required
- Report and/or discuss any concerns about fatigue or other health and safety matter

### 5.2. Schedule work hours

The table below provides guidelines to help Pure Rail Director/s and Manager/s schedule work.

Should work be required outside of these guidelines, the likely level of additional risk(s) involved will be assessed and appropriate risk control measures identified.

Note: These guidelines are intended to include extended hours and call outs if worked, but do not include time not worked (such as absence due to sick leave).

Criteria	Guideline
1. Maximum scheduled shift length	12 hours
2. Maximum scheduled shift length including travel	14 hours
3. Day shift start time	0600 or later
4. Night shift finish time	0700 or earlier
5. Maximum hours worked per day	14 hours
6. Maximum hours in 7 days	60 hours
7. Maximum hours in 14 days	108 hours
8. Maximum hours in 28 days	192 hours
9. Forward rotation of shifts (pattern of shift rotation)	Day – Afternoon – Night
10. Maximum consecutive night shifts – 8 hours	6 shifts

11. Maximum consecutive night shifts – 10 hours	5 shifts
12. Maximum consecutive night shifts – 12 hours	4 shifts
13. Days off following completion of any block of scheduled night shifts	2 days
14. Minimum break between shifts	8 hours
15. Minimum break after call out for work between 0000 – 0500	8 hours
16. Maximum shifts in 14 days	12 shifts

### 5.3. Monitor/Manage actual hours worked

#### 5.3.1. Manage requirements for extended hours of work and/or call-outs

Pure Rail Director/s and Manager/s will manage the potential for extended hours and/or call out work and:

- Where possible, set up “on call” rosters to respond to unplanned work or work after hours
- Provide advance notice to workers of likely out of hours requirements, to allow workers to modify behavior as required (to obtain adequate rest and avoid alcohol)

Pure Rail Workers who receive a call out may decide whether or not to accept the call out based on their own assessment of their level of fatigue.

#### 5.3.2. Monitor actual hours of work

Actual hours of work will be monitored against hours of work guidelines.

### 5.4. Manage any work outside of the hours of work guidelines

If Client needs require work outside the hours of work guidelines in section 5.2, the likely level of additional risk(s) involved will be assessed and appropriate risk control measures identified.

Pure Rail Director/s, Manager/s or Workers may:

- Manage possible fatigue in line with section 5.6
- Prepare for work by having a sleep or nap (up to 25 minutes) if possible to do so
- Drink water frequently
- Use caffeine
- Monitor personal alertness levels and take necessary action if any danger is recognized
- Work and travel with another person if possible
- Arrange with another person for regular check ins to help monitor each other
- If listening to the radio, listen to talk-back radio rather than music
- Take regular breaks of driving (at least 15 minutes every two hours)
- Arrange transport home or to accommodation at the completion of work

- Book accommodation to avoid the additional impact that travel may cause
- Ensure sufficient time for rest before returning to work

Where a decision is made to apply additional risk controls, record on Pre-Work Brief.

#### 5.5. Information, instruction and training

Pure Rail Director/s and Manager/s to provide training to employees on fatigue symptoms, risks and controls.

#### 5.6. Manage possible fatigue

Possible fatigue is identified where:

- A Pure Rail Director/s, Manager/s or employee identifies possible fatigue in line with their training
- Monitoring of actual hours of work identifies and exception to hours of work guidelines without an assessment of risk as appropriate to the situation involved

In the event of possible fatigue where the employee is still at work, a Pure Rail Director/s, Manager/s or individual employee will decide whether to:

- Remain at work doing normal duties
- Remain at work doing normal duties but with additional supervision or assistance from a co-worker and/or with additional rest breaks and/or an earlier finishing time
- Be removed from normal duties but perform other useful work
- Be removed from work and transported home

Note: If the employee is to remain at work doing normal or other duties, Pure Rail Director/s, Manager/s and/or employee may consider applying one or more additional risk controls also, such as arranging nearby accommodation and/or transport of the employee by another person.

In any event,

- A Pure Rail Director/s or Manager/s may consider whether a worker's possible fatigue is a result of:
  - Factors outside the worker's control (eg, difficulty sleeping), or
  - Decisions or behaviors by the worker that created the fatigue risk
- The Pure Rail Director/s or Manager/s will
  - Take appropriate action, which may include referring the worker for assistance and/or developing a plan to manage the risk of fatigue
  - Report, using **PR-FRM-010 Incident Report Form**, any event where work occurred outside of the hours of work guidelines and an assessment of risk did not occur at the time of the work as appropriate to the situation involved and notify the relevant Client.

Employees will report any concern about possible fatigue to Pure Rail Director/s and Manager/s.

If employees present for work fatigued due to deliberate personal decisions or behaviors, they may be subject to investigation and disciplinary action.