

Fatigue Management Policy

Fatigue and Shiftwork

- <Organisation name> will provide a fatigue management framework designed to ensure that employees are fit for duty at all times. This framework will provide adequate opportunity for recovery sleep between shifts to ensure an employee's performance is not impaired by fatigue.

Managing Fatigue Risks

- With the objectives of <Organisation name> <other relevant organisations policies> policies in mind, <Organisation name> will use appropriate risk assessment tools (including fatigue monitoring software and employee/management education and training programs) to measure, mitigate and monitor the risks associated with fatigue. In addition, mitigation strategies will be reviewed and audited to ensure compliance with Occupational Health and Safety requirements.

Fatigue Management Framework

- The Fatigue Management Framework will be designed to provide:
 - input from employee representatives and independent professionals;
 - appropriate management of:
 - risks associated with shiftwork;
 - both employer and employee responsibilities to ensure legal and OH&S compliance;
 - objective assessment of planned and actual rosters to identify and manage work-related fatigue issues, using fatigue monitoring software and a risk management approach based on Australian Standard AS4360;
 - an auditable system to monitor planned and actual rosters to ensure employee fatigue does not give rise to an unacceptable risk;
 - induction, training and education designed to assist managers, employees and their families, in addressing shiftwork and fatigue related issues.

Responsibility

- Both <Organisation name> and its employees have a shared responsibility to avoid fatigue related performance impairment:
 - <Organisation name> will ensure that, in the context of the performance required, employee rosters allow adequate breaks for recovery between shifts.
 - Individuals have a duty of care to ensure adequate sleep is obtained between shifts and out of hours activities do not cause fatigue or impair performance. When this is not the case, employees have a further responsibility to report the matter to their supervisor/manager. At no time should an employee put themselves or others at risk.

<CEO's name>
Chief Executive Officer
<date of policy>