

FATIGUE MANAGEMENT 2016

POLICY & PROCEDURES MANUAL



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NOTE: This page must be up dated each time an amendment to the manual is made.
The contents page will also need to be amended. Pen amendments are fine providing each amendment is initialed

Manual Amendment Procedures:

The Manager is responsible for ensuring that the amendments to this document are developed, produced, approved and incorporated in the following manner:

- (a) Amendments will show the new date of issue and issue number of each page. Each individual document will be referred and able to be identified by its reference

Reference information shown at the base of each page will be as follows:

<i>Version:</i>	<i>Version Number.</i>
<i>Date of Issue:</i>	<i>September 2016</i>
<i>Page:</i>	<i>Page number</i>

- (b) A list of amendments will identify who incorporated the amendment, the date of the amendment, the pages and/or Section affected, and the reason for amendment.
- (c) The contents page will be updated to show the current status of this Manual. This will be identified by the date of issue for each section.
- (d) Consecutive version numbers will identify when the total document is replaced.
- (e) All amended pages and/or superseded versions of the Manual must be kept for a minimum of three years.

Distribution

- Eagle Alliance Earthmoving Pty Ltd Fatigue Management System Manual changes will be approved by the owner prior to release.
- All staff are permitted to view the Fatigue Management Manual at any time upon request.

This is the only controlled copy of this Manual. If other controlled copies are introduced at a later date, the Manager is to ensure that all future copies are kept up to date with each amendment.

If more than one copy of the Manual is used, a record is to be made on a register as to the details of whom the manual is issued to, the date of issue, and the copy number of the manual.

Company Structure

Eagle Alliance Earthmoving Pty Ltd is a business providing Low Loader Hire & Plant & Heavy Vehicle Haulage within the Transport & Logistics Heavy Vehicle industry.

The owner operator is responsible for ensuring that all areas of the Fatigue Management procedures are adhered to and are carried out within the relevant laws and regulations. Eagle Alliance Earthmoving recognise the responsibility imposed under the concept of Chain of responsibility and the National heavy vehicle Laws 2013.

<i>Business Name:</i>	Eagle Alliance Earthmoving Pty Ltd
<i>Type of Business</i>	Specializing in Civil Construction Transportation by road of earthmoving equipment plant construction material loads and goods



INTRODUCTION

Objective/Principle:

The participation of Eagle Alliance Earthmoving Pty Ltd in the Fatigue Management Module under CoR & NHVL requirements for Commercial Vehicle Drivers Code of Practice confirms the safe practices which already exist between the management of Eagle Alliance Earthmoving Pty Ltd and its workers, employees and/or sub-contractors.

In order to satisfy the requirements of Fatigue management Eagle Alliance Earthmoving Pty Ltd will ensure that the policies, procedures, and statements are endorsed by the Company, and incorporated within these documents. Eagle Alliance Earthmoving Pty Ltd has developed systems and processes to ensure compliance with the obligations, in respect of managing heavy vehicle driver fatigue, as set out in the regulation.

Safety for all our employees is critical to demonstrating a professional and fatigue free working environment. Eagle Alliance Earthmoving Pty Ltd understands that fatigue is caused by a variety of factors, including but not limited to the amount and quality of sleep a staff member gets, as well as the work hours, time on task and time off task exposures.

With this in mind, it is Eagle Alliance Earthmoving Pty Ltd policy to decrease the company's risk and take all reasonable steps to ensure exposure to breaching any fatigue regulations is mitigated as is reasonably practical and acts within the relevant fatigue management regulations and law.

Date of Commencement: - 19/05/2016

Definitions/Interpretations

Throughout this Manual, the following words and expressions used are to be interpreted as follows:

"The Company" or business is **"EAGLE ALLIANCE EARTHMOVING PTY LTD"**.

"The Business Owners" is noted in this manual as "Job, Project, controller, scheduler principle contractor manager"

"The Manager/s" is the responsible person/s for "managing fatigue" & following Fatigue management regulations

"The Manager" - will maintain compliance to the fatigue standards.

"The Manager" - will maintain Scheduling and Rostering activities

"The Officer Administrator" – will maintain all administration of Records and Documentation.

"The Drivers" are named in the register of employees.

"The Office & Depot Address" is 1190 Creek Road CARINA HEIGHTS QLD 4152.

"The Postal Address" is PO Box 424 CARINA QLD 4152.

The Business:

EAGLE ALLIANCE EARTHMOVING PTY LTD is in essence a Contracting Company, enabling contracted earthmoving parties to access work channelled via the Eagle Alliance Earthmoving call centres for the delivery of all loads and associated facilities in general for earthworks and construction projects across South East Queensland. EAGLE ALLIANCE EARTHMOVING PTY LTD will have a peak workforce at any one time, of approximately 280 contractors / workers / people and will direct these to the construction sites as requested, and or contracted.

EAGLE ALLIANCE EARTHMOVING PTY LTD demonstrates the ability as leaders to help shape the future of construction industry by delivering to many construction and earthworks projects in South East Queensland.

Fatigue Management Policy Statement

"As Managing Director of EAGLE ALLIANCE EARTHMOVING PTY LTD.

I, Rui Lopes for and on behalf of the fellow directors and senior management am committed to ensuring a safe and healthy work environment for my employees, sub-contractors and other road users. I believe that all work related injuries and property losses are preventable and that safety and the prevention of injury or ill health is socially responsible and good business. The aims of this Policy Statement will be achieved through documented procedures and policies relating to fatigue issues and vehicle maintenance which respectively comply with all state and national legislation".

Fatigue:

- As the person in control of the scheduling and rostering of trips, I undertake to ensure that neither I, nor any staff member and/or sub-contractor I engage, will use or be under the influence of alcohol or drugs at any time whilst in charge of or operating any equipment owned by the company, or whilst in charge of or operating any equipment owned by another party for whom we have contracted to work.
- I accept that the work practices adopted by EAGLE ALLIANCE EARTHMOVING PTY LTD will only operate in accordance with the procedures put in place to maintain the standard of workplace practices intended by this Policy, and to achieve this end I, and all other drivers employed by the company, will voluntarily and periodically monitor their own individual personal fitness for duty prior to commencement of work.
- Should a driver / contractor be found to have breached this fatigue system and it is found that the said breach is deemed to be serious the driver will be given a written warning. A second written warning will mean standing that driver down pending an investigation. A third re-occurrence will mean immediate dismissal and all documentation relating to fatigue management must be returned to the company by that driver prior to leaving the premises

The procedures outlined in this manual are a true account of my business practices.

Name: Rui Lopes

Position: (Managing Director of Eagle Alliance Earthmoving Pty Ltd)

Signed:



Date: 19/05/2016

Fatigue Management Policy Declaration

As Managing Director of EAGLE ALLIANCE EARTHMOVING PTY LTD, I am committed to ensuring that the company offers a safe and healthy work environment for my employees, sub-contractors and other road users. I believe that all work related injuries and property losses are preventable and that safety and the prevention of injury or ill health is socially responsible and good business. The aims of the above Policy Statement will be achieved through documented procedures and policies relating to fatigue issues and vehicle maintenance which respectively complies with the NHVAS Fatigue Management Scheme for Commercial Vehicle Drivers.

Fatigue:

- As the person in control of the scheduling and rostering of trips, I undertake to ensure that neither I, nor any staff member and/or sub-contractor I engage, will use or be under the influence of alcohol or drugs at any time whilst in charge of or operating any equipment owned by the company, or whilst in charge of or operating any equipment owned by another party for whom we have contracted to work.
- I accept that the work practices adopted by EAGLE ALLIANCE EARTHMOVING PTY LTD will only operate in accordance with the procedures put in place to maintain the standard of workplace practices intended by this Policy, and to achieve this end I, and all other drivers employed by the company, will voluntarily and periodically monitor their own individual personal fitness for duty prior to commencement of work.
- Should a driver / contractor be found to have breached this fatigue system and it is found that the said breach is deemed to be serious the driver will be given a written warning. A second written warning will mean standing that driver down pending an investigation. A third re-occurrence will mean immediate dismissal and all documentation relating to fatigue management must be returned to the company by that driver prior to leaving the premises

The contents of this Policy and Procedures Manual, the procedures outlined and associated forms identified are a true account of my business practice and are approved for use.

Name: Rui Lopes

Position: (Managing Director of Eagle Alliance Earthmoving Pty Ltd)

Signed:



Date: 19/05/2016

SECTION 1

Scheduling and Rostering

Objective:

Is to ensure drivers are not required to work / drive unreasonable distances in insufficient time without sufficient notice & adequate rest. To achieve this aim, trip schedule practices have taken into account the following fatigue principle:

- Drivers are given at least 12 hours' notice to prepare for a Working Time period of 12 hours or more.
- Solo drivers are given the opportunity to have at least 7 hours of continuous sleep in any 24 hour period and preferably between 10.00pm and 8am.
- Where night work exceeds two consecutive periods of work between 12 pm and 6 am, compensation of more than **one day off in 7** is built into the work cycle (as required).
- Irregular or unfamiliar work rosters are minimized.
- Flexibility is made to allow for **Short Break Time** where appropriate.
- Flexibility is made to allow for **Discretionary Sleep Time** where appropriate.
- Very early departures are minimised to give drivers the maximum opportunity to sleep in preparation for a trip.
- Schedules are to be documented using a Safe Driving Plan & trip schedule, which is provided to the driver prior to commencement of any journey requiring further risk assessment.
- Regular schedules are developed in consultation with drivers, and monitored accordingly.
- Schedules and rosters are to be monitored regularly against drivers work diary records as required.
- The effects and risk of fatigue are to be taken into account when changing pre-set schedules.
- Schedules should be developed taking into consideration:
 - ❖ Drivers returning to work from periods of leave, illness, non-compliance.
 - ❖ Operating limits and regulations relevant to states and territories of travel.

The Company will prepare all schedules and driver rosters having due regard to the following factors:

- Previous trip times and reported incidents.
- Time required to perform tasks safely.
- In a 14 day period, provide for at least 2 opportunities for 24 hours of rest.
- Time of day of travel and appropriate places and times to rest.
- Known weather conditions.
- As well as factoring in an opportunity for sleep, the company recognises that drivers also need an opportunity to do such activities as washing and bathing, eating meals and travelling to and from the depot (when travelling home for sleep).
- Accounting for loading, unloading and queuing time.
- Procedures dealing with or responding to delays caused through vehicle accidents or mechanical failures.
- Schedulers will receive training on the need to take into account the risk of driver fatigue when drawing up schedules.

Procedure for Relief and Casual Drivers

- Casual and relief drivers will receive the same training as permanent drivers.
- Casual and relief drivers will need to comply with the fitness for duty regime.
- If casual drivers are used that have not received training, they will only be permitted to work standard hours.

Contingency Plans

Where there are delays, breakdowns, accidents, sickness in transit or drivers arriving not fit for duty, we will require alternative measures such as stand in drivers or alternative vehicles being used.

Trip Roster Practices:

Objective: To ensure sufficient rest periods are available which maximise the opportunity for drivers to recover from the effects of fatigue, The following driving practices are to be observed which meet the criteria of the NHVAS Fatigue Management Module.

Definitions:

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...
6 ¼ hours	6 hours work time	15 minutes continuous rest time
9 hours	8 ½ hours work time	30 minutes rest time in blocks of 15 continuous minutes
12 hours	11 hours work time	60 minutes rest time in blocks of 15 continuous minutes
24 hours	14 hours work time	10 hours with 7 continuous hours stationary rest time
7 days	36 hours long/ night work time	36 long & night hours in combination (1 'long' or 'night' hour is any hour worked above 12 in 24 and any full/part hour worked between 12:00am and 6:00 am) 1 x night rest if 36 hour work limit is exceeded
14 days	144 hours work time	24 continuous hours stationary rest time taken after no more than 84 hours work time 4 x night rest breaks with 2 of them taken on consecutive days

In relation to the 7 hours continuous rest break, drivers can take a split rest break made up of a 6 hour continuous rest break and a 2 hour continuous rest break within the same 24 hour period (except in Victoria) provided the driver had not taken a split rest break in the previous 24 hour period.

SECTION 1A

Two-up Drivers

EAGLE ALLIANCE EARTHMOVING PTY LTD may at times, have to use two up drivers for long distance haulage.

The same induction process is used for all drivers who are engaged by EAGLE ALLIANCE EARTHMOVING PTY LTD

Eagle Alliance Earthmoving Pty Ltd is not registered under BFM

- Driver selection
- Training
- Driver Comfort
- Sleeper Berth Design
- Pre-Trip Preparation

All vehicles will meet ADR42 or equivalent and all efforts will be made to optimize driver comfort.

The following will be considered as a minimum:

- Sleeper berth design
- Auxiliary air conditioning units
- Separate suspension
- Noise and Heat insulation
- Good quality mattress
- Dual escape hatches

Driver selection:

- Driver self-selection
- Pre-employment screening
- Ability to sleep in a moving vehicle
- Married teams assessed as individuals
- Probationary period with experienced driver
- Periodic review of terms

Driver Training

- Nationally recognized training organization covering TLIF1007C “Apply Fatigue Management Strategies”

Trip Preparation

- Notify trip details in advance
- Designate lead driver
- Avoid work prior to long distance trip
- Prepare trip plans

Driver Health

- Education on driver health issues (Including stimulant use)
- Regular driver medicals

A driver moving from solo to two-up must comply with the rules of both driving scheme limits. A driver moving from solo to two-up driving must have had at least 48 hours stationary rest, including 24 hours continuous rest.

SECTION 2

Driver Fitness / Readiness for Duty

Objective: *To ensure that drivers present themselves daily in a fit state to safely perform driving and non-driving duties, the Management Team must ensure that:*

- (a) Drivers present and remain in a fit state for duty, including not being impaired by fatigue, alcohol, or drug use, whether prescribed or otherwise
- (b) The Fatigue Management Policy Statement will be displayed in a prominent place within the workplace
- (c) Fitness for duty of drivers is diligently supervised as far as is reasonably practicable
- (d) If a driver is suspected of being under the influence of fatigue, alcohol or drugs, prescribed or otherwise, the driver will not be given control of a vehicle until such time as the Manager deems it safe to do so
- (e) Drivers are trained in the requirements of the Fatigue Management Policy Statement with respect to off-duty social activities prior to presenting for work on the next working day
- (f) Drivers are to confirm their “fitness for duty” as part of the daily pre-start inspection process
- (g) If a driver considers themselves unfit for duty they provide as much notice as possible to their supervisor to enable alternative arrangements to be made for casual or relief drivers to be allocated
- (h) Drivers are to undergo medical examinations in accordance with the requirements of relative accreditation schemes
- (i) Results and recommendations of medical examinations are to be taken into account when developing schedules and rosters
- (j) A reminder system is to be implemented to ensure currency of medical examinations

***The following checklist must be observed to meet the criteria of the NHVAS
Fatigue Management Module:***

➤ Present yourself in a fit state for duty taking into account any other work you have done;
➤ Not impaired by alcohol or drug use;
➤ An appropriate truck sleeper berth is fitted if you need to sleep in the vehicle;
➤ Schedules provide for 7 hours of continuous sleep in 24 preferably at night;
➤ Minimise night work when you have returned from extended leave;
➤ Schedules provide for no more than a daily average working time of no more than 12 hours;
➤ Rosters advise gives 24 hours' notice of work periods of 14 hours;
➤ Schedules provide for 10 hours of non-work per 24 hours;
➤ Schedules provide for 4 nights rest between 10pm & 8am;
➤ Schedules provide for no more than 144 hours of work in 14 days;
➤ Schedules provide for 15 minutes rest after 6 hours, 30 minutes after 9 hours & 60 minutes after 12 hours;
➤ Minimal night work between midnight and 6am (Risk of fatigue is greatest between these times).

SECTION 2A

Drug & Alcohol Policy

Aim

It is recognised that the inappropriate use of drugs and alcohol by a driver or any other employee can lead to major deficiencies in an individual's work performance and is a contributing factor in industrial accidents, driving accidents and road fatalities.

The aims of this policy are to:

- Eliminate hazards associated with drivers affected by drugs or alcohol while working for this company. The policy attempts to achieve this without resorting to disciplinary actions or dismissal.
- Ensure that this organisation meets its obligation to provide a safe working environment for its employees and the community.
- Provide proactive assistance to employees so that they can overcome problems associated with the inappropriate use of drugs and alcohol.

Procedure

- This organisation regards an individual's dependence on alcohol or other drugs as a potentially treatable condition, and so allowances for treatment will be made as for any other illness.
- The decision to take drugs or alcohol is the choice of the individual. This organisation becomes concerned when effects of these interfere with job performance, customer relations and/or the safety of employees and other road users.
- Drivers who feel they are developing or already have a problem with drug or alcohol dependence are encouraged to report their concerns to management for referral to appropriate treatment. These discussions and information will remain confidential.
- Where management detects a deterioration of a driver's performance it should be remembered there may be a medical reason for this. Following an interview with the driver about performance, the driver may be asked to seek medical advice.
- The decision to undertake treatment is the responsibility of the individual. Assistance and treatment should be arranged through a doctor.
- If a driver refuses to accept assistance where drug and alcohol abuse has been proved and the driver experiences a subsequent recurrence of such abuse while working for the company, this will result in a termination of contract and/or employment.
- If a driver refuses to seek treatment to deal with the problem, and his or her performance has deteriorated, or if after a reasonable time following treatment there is no clear and consistent improvement in performance, the driver will be classed as not meeting acceptable driving standards and this may result in termination of contract and/or employment.
- During treatment, employees may be entitled to normal sickness benefit.
- Where medical advice indicates that a driver is unlikely to be able to return to their position, termination of contract and/or employment may be necessary.
- This drug and alcohol policy does not exist to protect or exempt drivers from statutory or legal requirements, which apply regardless.
- A driver who presents for work under the influence of drugs or alcohol such that he or she is unfit for duties will be subject to disciplinary action.

This attitude will be adopted also for those drivers who abuse drugs or alcohol during the course of a working period.

The company retains the right to conduct random drug & alcohol testing

SECTION 3

Training and Education Practices / Fatigue Knowledge and Awareness

Objective: *To ensure that all personnel involved in the day-to-day running of the business have the knowledge and skills to practice effective fatigue management, by ensuring that regular training is carried out, including induction training, general training, and training specific to a particular area of operations.*

Eagle Alliance Earthmoving Pty Ltd and contracted manager is responsible for ensuring that:

- a) All drivers and appropriate staff are adequately trained/education or assessed as competent for their function, including the following, as appropriate:
 - 1) What fatigue is?
 - 2) The consequences of fatigue
 - 3) Identifying causes of fatigue
 - 4) Recognising symptoms of fatigue
 - 5) Strategies to better manage fatigue
 - 6) How to make lifestyle changes
 - 7) How to apply control measures
 - 8) Company procedures and practices regarding scheduling and rostering
 - 9) Company procedures and policies with regard to fatigue, drugs, alcohol, rehabilitation and workplace health and safety
 - 10) The necessity of drivers to ensure that they present for duty free of effects of fatigue, alcohol or drugs (whether prescribed or otherwise).
- b) Additional or replacement staff (where and if used) are given induction training on the policies, procedures, work, health, and occupational health and safety practices of the operation, to be recorded on the Employee Training Record form.
- c) Provide training, either internally or externally, based on the organisations' needs or on the individual needs of the driver/s. A record of the training needs analysis will be indicated in the scheduling section of the Employee Training Record form. Internal education and participation in industry workshops, conferences and programs should also be recorded on the appropriate staff member's Employee Training Record form and counts as professional development.

Note! *Drivers participating in Basic Fatigue Management option have been trained and assessed in fatigue management practices and can demonstrate competence with TLIF1007C – Apply fatigue management strategies*

BFM cannot be utilised under the current structure of Eagle Alliance Earthmoving contracts

STANDARD HOURS ONLY (12hours work in any 24 hour period)

If in the future it is acceptable for Eagle Alliance Earthmoving Pty Ltd to operate under NHVAS Basis Fatigue Management, personnel involved in scheduling trips and managing or supervising drivers are required also to obtain a Statement of Attainment in TLIF6307A – Administer the implementation of fatigue management strategies.

- d) Employee Records are maintained and remain updated for each staff member. Records should include:
 - Training provided (When, by who, and what type)
 - A Training needs Analysis
- e) Induction Training should be provided within the first week of commencement of employment and should include the items outlined in a) above
- f) General Training should be undertaken regularly to enforce the issues outlined in a) above, whilst training specific to a particular area of operations should be identified and organized by the Manager from time to time
- g) A timely review of the operation needs of the business is conducted to identify the training required in the various areas of the operation.

SECTION 4

Responsibilities

Objective: *To ensure drivers, schedulers and management understand their responsibility in relation to the hazards and risks associated with fatigue and how these hazards and risks may be managed and controlled and to ensure vehicles are maintained at a high level of roadworthiness.*

The Manager is responsible for the overall quality policy and the provision of human, material and financial resources to ensure an effective Quality Management System, in particular the following:

- a) Production and control of the Policy and Procedures of the Fatigue Management and any module required under National Heavy Vehicle Accreditation Scheme and any other jurisdiction which may be affected.
- b) Effective training/education programs as to the duties and obligations of all personnel in relation to Fatigue Management Accreditation
- c) Safe vehicle operations
- d) Driver health checks in accordance with the NTC Guidelines
- e) Identifying and addressing occupational health and safety concerns
- f) Keeping of accreditation records in an effective manner
- g) Provision of vehicles for timely maintenance so as to provide a safe working environment for drivers
- h) Actioning internal review and external audit corrective actions of anomalies found in the day-to-day working practices of the business as it affects fatigue
- i) Ensure that additional drivers are made aware of accreditation requirements
- j) Ensure that appropriate stickers are affixed to current accredited vehicles
- k) Ensure that stickers are removed from all accredited vehicles when disposed of
- l) Maintaining a register of injuries and incidents occurring within the workplace
- m) Keeping of records of investigation of all incidents/accidents and injuries to aid in the prevention of future incidents/accidents
- n) Ensuring that arrangements are in place for employee consultation and improvement of the overall Fatigue and Occupational Health and Safety issues.

The Office Administrator is responsible for ensuring:

- a) That timely internal reviews of the procedures and systems contained in this Manual in relation to Fatigue Management are carried out in accordance with designated procedures
- b) That any areas of non-conformance are recorded and reported to The Managers for implementation of corrective action
- c) That assistance is provided for the administrative and recording functions of the operations
- d) That records required by this Policy and Procedures Manual are collected, maintained and analysed to ensure that procedures are being correctly followed.

Drivers in relation to Fatigue Management are responsible to The Managers and are to:

- i) Abide by all documented Fatigue Management Policies and Procedures of Eagle Alliance Earthmoving
- ii) Ensure that the hours allowed by the Compliance Fatigue Standards are not exceeded
- iii) Complete the Driver Trip schedule whilst travelling in accordance with Compliance Fatigue Standards, by maintaining accurate details of all driving, working, and non-working hours as directed by The Managers. A Trip Plan is to be completed for each driver scheduled to work, or alternatively a diary form of record maintained which gives a suitable auditable record of work/rest hours.
- iv) Report for duty fit for the purpose for which s/he is employed and allowing sufficient time prior to reporting for duty to ensure s/he has had sufficient sleep beforehand
- v) Lead as healthy a lifestyle as possible during times of recreational activity prior to leaving on a trip
- vi) Advise the Managers in the event that the trip cannot be completed in the time stipulated due to fatigue issues
- vii) Report any accident/incident to the Managers immediately and participate in the occupation's health screening Program
- viii) Participate in training/education programs as required in Section 3 herein
- ix) Abide by occupational health and safety directives
- x) Operate in a safe and professional manner.

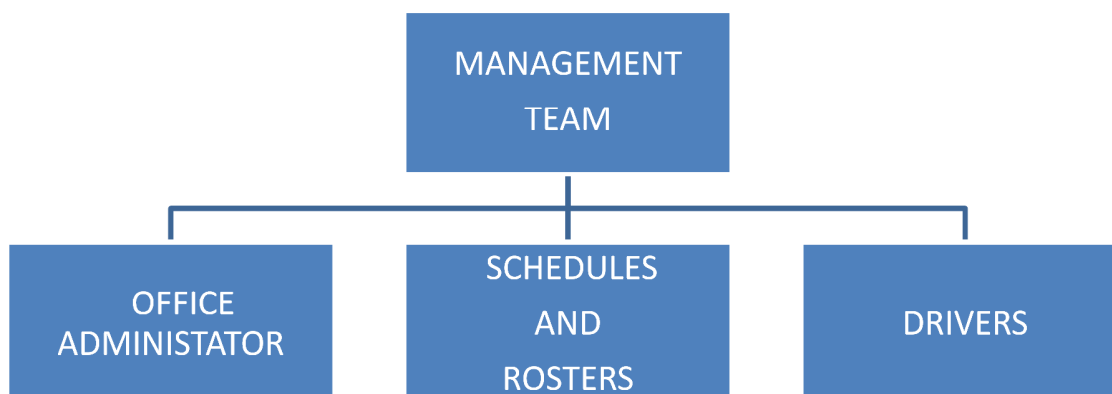
‘Responsibilities’ organisational chart which describes the responsibilities of all in the ‘chain of responsibility’ is listed below.

The following chart indicates, that in some circumstances, one person may be involved in more than one role.

The driver is no longer solely responsible for the delivery of services.



The ‘Training Organisational Chart’ describes the application of induction and fatigue training requirements.



SECTION 5

Internal Review

Objective: *To establish and implement documented procedures that include audits to verify the performance of the Fatigue Management System.*

The **Internal Review** where practicable, is to be conducted by an independent person. The Manager is responsible for the compliance of any accreditation system and Chain of Responsibility management system.

The Manager or the Office Administrator will conduct the internal review in the case where an independent person is not available. The reviewing of records is done in a diligent manner and a review of the records, procedures, and systems covered in this procedure on at least must be done on an annual basis.

This review is to be conducted by using any one or more of the following:

- a) A copy of this procedure / manual as a guide to ensure policies and procedures are followed;
- b) A checklist of the main items covered under the Standards of the Fatigue Management Module; and/or
- c) The Fatigue Management Audit Matrix.

The **Internal Review** covers all areas of the operations relating to fatigue and maintenance management, and may cover all sections together or sections over a period. Appropriate records are retained to show that processes are being followed. The audit examines the relevance of procedures to the operation and serves as a performance review of the operation to be used to identify opportunities for improvement.

Any non-conformances with procedures found during the internal review are to be detailed on a Non-Conformance Report.

A written report, together with any non-conformances detected and which may contain suggestions for improvement in procedures, will be produced by the person undertaking the audit to the Manager within fourteen (14) days of the audit.

The Manager, in conjunction with the Office Administrator are to correct all non-conformances and maintain a record of action taken.

All corrective action requests identified during the internal review are closed out by the person undertaking the audit.

Non-Conformances/Improvement Action Requests:

Throughout the course of the day-to-day operations of the business, tasks which are immediately identified as not conforming to the policies and procedures herein are to be written up as non-conformances. Non-conformances may arise in the event of:

- (a) absence of maintenance records
- (b) failure to follow procedures
- (c) discrepancies identified during Internal audit

A non-conformance report is to be used as a request for improvement for any tasks which are identified by the Office Administrator / Manager as needing improvement, change, or are no longer applicable to the day-to-day operations of the business.

Non-conformances are dealt with in accordance with the procedures outlined.

Quarterly Compliance Reviews:

A review is to be conducted quarterly:

- (a) the number of drivers with compliant log books
- (b) the number of drivers with non-compliant log books
- (c) the number of drivers fatigue training hours undertaken during the period
- (d) the number of drivers covered in the accreditation
- (e) the number of incident reports investigated or missed.

The information required above is transferred to a Quarterly Compliance Return at the end of each quarterly period. Statistics derived from the Quarterly Compliance Return are used as indicators of key performances, with a view to improve on those items which are not in accordance with the stated fatigue policies and procedures.

Managing Incidents:

Because fatigue leads to inattention and errors in judgement and may be involved in many minor incidents, all unsafe incidents and accidents are recorded.

Sufficient information is collected to target unsafe practices and prevent future injuries and/or damage.

Our Policy promotes and encourages all employees, sub-contractors and relief staff to report all unsafe incidents (including those that are potentially dangerous) on an Incident / Accident / Hazard Report Form, a sample is located on page 31 of this manual and a review is completed after each unsafe incident.

A comprehensive reporting mechanism for unsafe incidents includes, but is not limited to;

- Crashes
- Close calls
- Mechanical hazards

The procedures to be followed for the reporting and recording of unsafe incidences includes the incident, who was involved, what was the vehicle, where did it occur, when and what were the circumstances?

The documentation demonstrates some follow up and remedial action for any incidences reported, the records include:

- incident forms
- investigations
- police reports
- insurance forms
- customer complaints
- database

SECTION 6

Documentation and Records

Objective: *To ensure that a business has sufficient documentation to verify that a driver fatigue system is in place and is working effectively.*

The Manager, in conjunction with the Office Administrator should ensure that at a minimum the appropriate documentation must include:

For Fatigue:

- i) A record of all trips
- ii) The start and finish times on Time Sheets and details of any alterations
- iii) A schedule of all trips (for example, from where, to where, and when)
- iv) Rosters of who is the driver and when they are expected to start and finish
- v) Counter-measures that are used if standards are exceeded.

For Vehicle Maintenance:

- (i) a record of daily trips carried out for each trip for each vehicle
- (ii) a record of pre-start checks carried out on all vehicles
- (iii) a record of faults reported and documentation of repairs undertaken.

Records will be kept in a manner considered appropriate, i.e.: at the business address, and must provide an effective audit trail. As a minimum, all records will be kept for a period of three (3) years.

The Office Administrator will keep as a record, a copy of any driver's relevant qualifications, training, and experience, etc., and record all necessary details on the Employee Training Record.

The Manager, in conjunction with the Office Administrator will keep a record of drivers' working and driving hours to ensure that fatigue management factors are monitored and recorded for internal review purposes and training needs. Records must be retained for a minimum period of (3) three years.

These records will be checked as part of the quarterly compliance statement and driver work diary records will be reviewed for fatigue management working / driving hours compliance (100%).

(Fatigue Management)

SAFE DRIVING PLANS & RISK ASSESSMENT



Company Risk Assessment Tool

A risk assessment provides a useful tool to review and evaluate schedules and rosters, and the work and sleep environment of employees to reduce as far as practicable any risks to health and safety of employees and others.

This risk assessment process is used to evaluate heavy vehicle driver fatigue related hazards on each individual trip schedule planned. It may be used also with other generic OHS risk assessment forms and processes.

A risk assessment must occur:

- (a) Immediately prior to commencing a new Transport task;
- (b) Before changes to work practices and systems of work are introduced; and
- (c) When new or additional information relevant to the health or safety of the employees of the employer becomes available.

Risk Analysis Key – Evaluating Priority Hazards			
Consequence	Likelihood of Occurring		
	Very Likely (V)	Likely (L)	Unlikely (U)
High (H) Falls asleep at the wheel resulting in total loss of control of the vehicle.	1	2	5
Moderate (M) Significant loss of concentration resulting in lane wandering and reduced reaction times.	3	4	7
Low (L) Minor concentration lapses	6	8	9

Risk Assessment Categories:

- **Risk categories 1 – 3** require immediate attention with a likely need to significantly increase continuous long rest opportunities and address sleep quality issues;
- **Risk categories 4 – 6** require attention with a need to address sleep quality issues and increase the length or frequency of long rest opportunities and / or discretionary rest periods;
- **Risk categories 7 – 8** consider modification of schedules to allow for more discretionary rest periods and improved driving / sleep environment.

Sample SAFE DRIVING PLAN / TRIP SCHEDULE

Date:	Driver Name:
Plan Developed By:	
Regn. Number/s:	
Truck / Trailer: ☐	B-Double: ☐ Road Train: ☐
Driving Hours Scheme: Standard ☐ BFM ☐ (Tick)	

Trip Plan

From	To	Estimated Start Time	Working Time	Rest Time	Total Time

NOTE: The driver is to use discretion and rest where or when required provided that regulated driving hours are not exceeded.

Fitness for Duty / Fatigue Checklist

1. Have you had a 24 hour break in the preceding 7 days	Y / N
2. If you have worked in the preceding 24 hours:	
• Does the shift keep a similar work pattern? (night / day work)	Y / N
• Has a minimum of 7 hours continuous rest been provided in the previous 24 hours?	Y / N
3. Does the driver have sufficient working hours in the time allocated?	Y / N
4. Does the plan provide opportunity for the minimum required rest breaks?	Y / N
5. Driver informed of trip plan or changes by phone? Date: Time:	Y / N

NOTE: If you have answered no to any of the above, consult with management

DRIVER FATIGUE MANAGEMENT PLAN ISSUED BY: _____

DRIVERS MUST NOT DRIVE WHILE FATIGUED

Drivers may deviate from this **Safe Driving Plan** as long as regulatory working hour & rest requirements and loading/unloading times are met. An ETA is an estimated time of arrival and is not binding on the driver. If drivers cannot meet loading/unloading times or have a delay that will alter the ETA the driver is required to contact the Programmer ASAP.

Driver Acknowledgement

I, the driver, agree with the work and rest times allowed for this trip and confirm that the above information is correct and I am medically fit to safely undertake this job.

Driver Signature: _____

TRIP COMPLETED TO PLAN: YES NO

DETAILS of any significant variation from plan, significant events or hazards identified:

(Fatigue Management)

TRAINING RECORDS



INDUCTION & TRAINING NEEDS ANALYSIS & MEDICALS RECORD

Operator / Driver / Scheduler: _____ Signature: _____

D.O.B. _____	Date Completed	Employee Competent	Training Needed	Date Needed by	Recognised Prior Learning (RPL)	Received company procedure for	Manager / Trainer Sign after Completion
NHVAS Induction							
Company Paperwork							
Carry out Daily Checks							
Repair Requests							
Apply Fatigue Management Strategies – Certificate 2							
FATIGUE Certificate 3							
Work Diary Requirements							
Working Hours							
Loading & Restraining							
Routes							
License Checked							
Follow OH&S Procedures							
Drivers Handbook							

(Fatigue Management)

DRIVER & SUPERVISOR REGISTERS



FATIGUE MANAGEMENT**Register of Employees [Contractor / Drivers]**

Maintaining this register indicates that **EAGLE ALLIANCE EARTHMOVING PTY LTD** has implemented a system to manage and maintain records that relate to the requirements and Standards of our Fatigue Management Scheme option.

<i>Driver's Name</i>	<i>Date Induction Training Completed</i>	<i>Date of Fatigue Training</i>	<i>Type of training</i>	<i>Trainer Details</i>	<i>Training Certificate on file</i>

FATIGUE MANAGEMENT***Register of Employees [Supervisors, Managers, Schedulers]***

Maintaining this register is part of the process that has been adopted, to indicate EAGLE ALLIANCE EARTHMOVING PTY LTD has implemented, authorised, maintained and reviewed documented policies and procedures ensuring the management, performance and verification of our Fatigue Management Scheme is in accordance with the Standards of our selected Fatigue Management option.

Staff Member's Name	Date Induction Training Completed	Date of Fatigue Training	Type of training		Trainer Details	Training Certificate on file
			FATIGUE	Cert 2 Cert 4		

Incident / Accident / Hazard Report Form

DATE: _____ TIME: _____

DRIVERS NAME: _____

ADDRESS: _____

LICENCE NUMBER: _____ REGO NUMBER: _____

OTHER DRIVERS NAME: _____

ADDRESS: _____

LICENCE NUMBER: _____ REGO NUMBER: _____

INSURANCE CO: _____

POLICE OFFICERS NAME & RANK: _____

POLICE STATION: _____

ACCIDENT REPORT NUMBER: _____

SITE OF ACCIDENT: _____

DESCRIPTION OF ACCIDENT: _____

DETAILS OF DAMAGE TO YOUR VEHICLE:

DETAILS OF DAMAGE TO OTHER PARTY'S VEHICLE: _____

EAGLE ALLIANCE EARTHMOVING PTY LTD			Report No.		
<i>Type of NCR: Tick Box</i>	<i>Fatigue</i>	<i>Driver</i>	<i>Admin</i>	<i>Internal Review</i>	<i>Complaint</i>
<i>Problem/Details of Non – Conformance (include all necessary details ie.names):</i>					
<i>Name</i> _____					
<i>Signature</i> _____ <i>Date:</i> _____					
Short Term Fix: <i>(Remedial Action) What can be done in the short term to limit or fix problem?</i>					
<i>Name</i> _____					
<i>Signature</i> _____ <i>Date:</i> _____					
Long Term Fix: <i>(Preventative Action) What long term measure can be taken to stop recurrence of the problem?</i>					
<i>Name</i> _____					
<i>Signature</i>			<i>Signature</i>		
<i>Finalisation / Review of Long Term Fix: By signing here you are verifying that the problem has been fixed and that no further actions are necessary.</i>					
<i>Approved By:</i>		<i>Signature:</i>		<i>Date:</i>	

Fatigue - Internal Review/Audit - Yearly Planned Review Schedule

LOCATION: _____

YEAR: _____

ACTIVITY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<u>BFM Scheme</u>												
<i>Std</i>												
1. Driver & Supervisor Registers			✓			✓			✓			✓
2. Scheduling and Rostering			✓			✓			✓			✓
3. Fitness For Duty & Medical Certificates			✓			✓			✓			✓
4. Fatigue Knowledge and Awareness			✓			✓			✓			✓
Work Place Conditions												✓
5. Responsibilities												✓
6. Internal Review			✓			✓			✓		✓	
Non Compliance Management			✓			✓			✓		✓	
Quarterly Compliance Reports			✓			✓			✓		✓	
Annual Internal Review												✓
Risk Assessments			✓			✓			✓			✓
7. Records & Documentation			✓			✓			✓			✓

EG

✓

Indicates month of audit

AUDIT SCHEDULE APPROVED BY: _____

DATE: ____/____/____

Monthly / Quarterly Compliance Statement

Review Date	Number of Drivers	Number of Drivers Completed BFM Fatigue Training		Driving Hour Records & Work Diary's		Medicals & Health	
		Completed	Not Completed	Drivers Compliant	Not Compliant	Completed	Have Restrictions
January							
February							
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							
Comments: As at 01/01/2017		Comments: As at 01/04/2017		Comments: As at 01/07/2017		Comments: As at 01/10/2017	
Signed by:		Signed by:		Signed by:		Signed by:	
Date:		Date:		Date:		Date:	

ANNUAL Internal Review Report

Company Name:	EAGLE ALLIANCE EARTHMOVING PTY LTD		Date:		Report No:	
Reviewed By:						
How was review conducted?						
Scheduling / Rostering:						
Driver Readiness for Duty:						
Training & Education:						
Drivers Health & Medicals:						
Internal Review:						
Responsibilities:						
Documentation & Records:						
Management of Incidents:						
Workplace Conditions:						
Sign:			Date:			
<u>What was found (list any non-conformance reports)?</u>						
Sign:			Date:			
<u>How is it going to be fixed?</u>				By Who?	When?	
Sign:			Date:			

This report reviewed and approved by:

(Manager)

Date:

Fatigue Management Internal Review MATRIX

<i>Criteria</i>	<i>How does the system address the requirement?</i>	<i>Indicate evidence of implementation sighted</i>	<i>Compliant Yes / No</i>
<i>Scheduling</i> (Review procedures / policy, identification of responsible person, where applicable, Manual documentation and evidence of compliance)			
<i>Rostering</i> (Review procedures / policy, identification of responsible person, where applicable, and evidence of compliance, including time sheets, safe driving plans etc.)			
<i>Fitness for Work</i> (Review procedures / policy, including identification of responsible persons, and policy statement relating to fatigue, alcohol and drugs. Review procedures / policy in relation to medical assessments, including monitoring process, and evidence of assessment)			
<i>Workplace Conditions</i> (Review procedures / policy in relation to fatigue management)			
<i>Training and Education</i> (Review procedures / policy for all employees, including regular review of training requirements and identification of responsible person. Review training records and induction process, including evidence of training assessment)			

Fatigue Management Internal Review Cont.

Criteria	How does the system address the requirement?	Indicate evidence of implementation sighted	Compliant Yes / No
Responsibilities (Review responsibilities for the fatigue management system, including defined responsibilities for managers, those involved in scheduling/rostering, training and drivers, Manual documentation)			
Records and Documentation (Review availability of the documented fatigue system (Fatigue Management Plan), and ensure the following is maintained, where applicable: Schedules Rosters Training and medical records Time sheets Incident report forms Authorities and responsibilities Internal review)			
Management of Incidents (Review procedures / policy for reporting and recording of unsafe incidents, documented evidence, including documentation that demonstrates follow-up and remedial action)			
Internal Review (Review procedures/policy, evidence of completion of Compliance Statements and Internal Reviews, including records of any Interception Reports, NCRs raised and CARs to eliminate recurrence)			

EAGLE ALLIANCE

EARTHMOVING

