



Fatigue Management and Fitness for Duty Policy

Application

This policy applies to all Chain of Responsibility participants. This policy should be read in conjunction with our Chain of Responsibility Policy and Drug and Alcohol Policy.

Objectives

Fatigue management is the shared responsibility of Ess Eye Transport & Logistics, Drivers and Chain of Responsibility Participants. Ess Eye Transport & Logistics is committed to ensuring a safe and healthy work environment for Drivers, other road users and members of the public by promoting good fatigue management practices.

Definitions

Loading Manager means a person who:

- a) manages or is responsible for the operation of regular loading or unloading premises at which goods are loaded onto or unloaded from Heavy Vehicles; or
- b) has been assigned by a person mentioned in (a) as responsible for supervising, managing or controlling, directly or indirectly, activities carried out by a Loader or Unloader of goods at regular loading or unloading premises for Heavy Vehicles.

Operator means a person who is responsible for controlling or directing the use of a Heavy Vehicle.

Prime Contractor means a person who engages a Driver to drive a Heavy Vehicle under a contract for services.

Scheduler means a person who schedules the transport of goods by road on a Heavy Vehicle.

Work (for the purposes of this policy) means:

- a) driving a Heavy Vehicle;
- b) instructing another person to drive, or supervise another person driving, a Heavy Vehicle;
- c) performing another task relating to the use of a Heavy Vehicle, including but not limited to:
 - i) loading things onto, or unload things 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 goods by the Heavy Vehicle and canvassing for orders for the transport of goods 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);
- d) 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;
- e) occupying the Driver's seat of a Heavy Vehicle while its engine is running.

Work Diary means the work diary required to be kept under the Chain of Responsibility Legislation.

Worker means an employee, Contractor, volunteer or agent of Ess Eye Transport & Logistics.

Identifying Signs of Fatigue

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

- a) trouble keeping your head up;
- b) wandering disconnected thoughts (e.g. daydreaming);
- c) inability to remember driving the last few kilometers;
- d) irritability;
- e) eyes closing for a moment, eye lids drooping or vision going out of focus (e.g. microsleeps);
- f) frequent yawning;
- g) 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
- h) seeing things that are not there.

Responsibility of Drivers

Drivers have an important role to play in managing fatigue in the Workplace. All 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. Drivers are required to complete a fitness for duty assessment prior to commencing Work.
6. When Drivers are fatigued, they must alert Ess Eye Transport & Logistics Management that a rest break is required so that it can be factored into the planning of their current workload.
7. Drivers are required to notify Ess Eye Transport & Logistics Management if they are unfit to work due to any lifestyle, health or medical issues.
8. Drivers are required to report any warnings, infringement notices or court appearance notices they receive relating to fatigue management to Ess Eye Transport & Logistics Management.
9. Drivers are required to 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 report such circumstances to Ess Eye Transport & Logistics Management.

Responsibility of Executives

Executives are responsible for:

1. Executives are required to consult with Drivers and Chain of Responsibility Participants about fatigue management practices.
2. Executives are required to monitor and review the effectiveness of fatigue management measures.

Responsibility of parties in the Chain of Responsibility

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 schedules

Health and safety officers / compliance officers are responsible for:

1. Health and safety officers/compliance officers are required to ensure that schedules and Drivers are trained and re-trained in their fatigue management obligations
2. Health and safety officers/compliance officers are required to maintain 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. Health and safety officers/compliance officers are required to review Driver Work Diary pages on a regular basis to ensure the Drivers are complying with maximum Work time and minimum rest time requirements. Health and safety officers / compliance officers act on any non conformances.
4. Health and safety officers/compliance officers are required to check the accuracy of Work Diaries by cross- checking against proof of delivery records, fuel receipts, weighbridge records, gate entry/exit times etc.
5. Health and safety officers/compliance officers are required to monitor, identify, report, investigate and record breaches of fatigue management obligations.

Sanctions in the event of breach of this Policy

Ess Eye Transport & Logistics may take disciplinary action against any Worker who breaches this policy.

The disciplinary action taken will be determined in the sole discretion of Ess Eye Transport & Logistics and may include:

1. Further training in this policy
2. Suspension, including suspension without payment
3. Termination of the employment or engagement of the Worker with notice or immediately
4. Where the driver is not an employee of Ess Eye Transport & Logistics, requiring the employer of the Worker to cease using the Worker to provide any services to Ess Eye Transport & Logistics.

Signed:	Print Name:
For and on Behalf of:	Signatory's Title:

I have read and agree to the fatigue management and fitness for duty policy	<input type="checkbox"/>
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