

Policy Name	Fatigue
Policy Type	Human Resources
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SUMMARY

This policy provides practical guidance for the CEO, Managers and staff on how to manage fatigue to ensure it does not contribute to health and safety risks in the workplace.

POLICY STATEMENT

West Daly Regional Council is committed to achieving a high standard of fatigue awareness and management at all workplaces and sites. It is up to the individual to ensure their own limits and rest when the need arises.

1. A risk Management approach to fatigue:

Risk management in the context of work activity safety, is the process of identifying hazards, assessing the likelihood and consequences of the risks of injury or illness occurring and eliminating risks (if practicable), or implementing controls measure's to appropriately mange the risks.

2. Identifying possible causes of fatigue:

- Long hours of work
- Concentrating for long periods of time without breaks
- A lot of traveling or driving
- Possible personal issues e.g. family responsibilities or health problems

3. Assess the risks of fatigue:

- What could the normal consequence be of fatigue in the workplace
- What is the likelihood

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4. **Implement control measures** that focus on the actual cause's rather than symptoms, and aim to eliminate or minimise the factors that cause fatigue. Some control measures that should be implemented are:

- Ensure workers take adequate breaks
- Provide information and training on fatigue management
- Encourage workers to report any concerns they may have about work related fatigue
- Avoid work arrangements that provide incentives to work excessive hours
- Ensure clear work process and effective planning e.g. plans to deal with workload changes due to absenteeism, staff on leave, extra job tasking.
- Ensure all workers that are entitled to leave take leave in line with current WDRC Enterprise Agreement
- Ensure all full time workers that apply for secondary employment adhere to the **"Exclusive Service"** clause of the WDRC letter of Permanent Employment.
- All full time employee applications for secondary employment must be approved by the CEO
- It is recommended that all managers refer to the "Safe Work Australia Guide for Managing the Risk of Fatigue at Work" and "Fatigue management a workers guide" available at www.swa.gov.au

5. Recommended working hours and breaks

WDRC's hours of work as per the Enterprise Agreement define full time "Ordinary Hours" as being 38 hours per week. The span of hours for "Ordinary Hours" is 6 am to 6 pm

A worker who works more than 5 hours on any day is provided a rest break between 30 minutes and one hour.

A worker who drives a council vehicle is **recommended** to have a break from driving every two hours as per best practice guidelines "Safe Work Australia Driver Fatigue" and NT Department of Transport Guidelines to Address Driver Fatigue.

As a general rule staff should avoid driving more than 5 hours in a single day without a rest period.

6. Responsibilities

Workplace Health and Safety Laws are designed to ensure health and safety of everyone in the workplace.

WDRC has a duty to provide a working environment that is safe and free from risk to the health of workers. This includes ensuring that managers, team leaders and staff in general are informed about the risks associated with fatigue.

Each team leader and manager also has a duty to be observant and protect the safety and wellbeing of all staff.

Each worker has a duty to take reasonable care for their own health and safety, as well as the health and safety of others in the workplace.

TERMINOLOGY AND REFERENCES

Everyone in the workplace has a work health and safety duty to ensure fatigue does not create a risk to safety at work. Fatigue is not only caused by work related activities – it is affected by all activities carried out when a person is awake

1.1 It is normal to feel tired after prolonged mental or physical effort at work. Fatigue, however, is more than just feeling tired. Safe Work Australia defines fatigue as an acute and ongoing state of tiredness that leads to mental and or physical exhaustion and prevents people from functioning within normal boundaries.

1.2 Fatigue can accumulate over time, and may be caused by:

- Work-related factors such as; length of continuous time worked, inadequate rest breaks and or sleep, harsh working environments.
- Lifestyle factors such as; poor quality of sleep, family responsibilities, social life.
- A combination of all

1.3 Signs of fatigue may include but not limited to:

- Headaches and or dizziness
- Difficulty keeping eyes open
- Constant yawning
- Muscle weakness
- Lacking energy

1.4 Immediate effects of fatigue may include:

- Lack of concentration
- Reduced short-term memory
- Increased errors
- Slower reaction times
- Impaired decision-making and judgement (including being unaware of the state of fatigue).

1.5 Sleep is the only effective long-term strategy to prevent and manage fatigue. While tired muscles can recover with rest, the brain can only recover with sleep.

REFERENCES

West Daly Regional Council Enterprise Agreement

Northern Territory Department of Transport

Safe Work Australia Guide for Managing Risk of Fatigue at work

Safe Work Australia Fatigue Management a Workers Guide

Work Health and Safety Act

Work Health and Safety Regulations

FURTHER INFORMATION:

Human Resources Officer

Chief Executive Officer

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