



Fatigue Management Policy

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V2 22/11/16

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1. Objective:

This document recognises the importance of managing fatigue within the transport industry and also understands that fatigue is a symptom rather than a disease, disorder or illness. Leocata's Transport also recognise that fatigue can be caused by a number of factors such as medical conditions, stress, workplace issues, family/personal problems and poor lifestyle choices.

It is the intent that all employees will abide by this fatigue management policy and their heavy vehicle operators will adhere to all fatigue related legislation relevant to the states it operates within or through.

2. Responsibilities:

(A) Employer: Leocata's Transport has a duty of care to ensure that fatigue risk is identified and managed, to enable this to be actioned management will:

- Consult with employees on fatigue issues
- Comply with operating limits (legislated working hours)
- Ensure heavy vehicle drivers are trained and informed about fatigue
- Ensure contracts and business arrangements consider fatigue issues
- Assess rosters to identify and manage work related fatigue issues
- Plan driver's workloads and build in time to recover from fatigue
- Ensure vehicles and equipment are well maintained
- Ensure drivers are medically fit to drive a heavy vehicle
- Ensure drivers returning from leave are fully rested and fit to return to scheduled duties
- Ensure all employees report any incidents or incidents

Employees: Employees also have a duty of care to:

- Ensure they obtain adequate sleep between shifts and their activities outside of work do not cause fatigue or impair their driving performance
- Advise schedulers if they are unfit for work so their roster can be changed & other drivers utilised
- Alert schedulers if they are taking any prescribed medication that may impair their driving abilities
- Ensure they are drug and alcohol free at the start of their shift and during working hours
- Attend basic fatigue management training as directed by management
- Correctly document work diary's ensuring rest/work time is shown as per induction presentations
- Attend required toolbox meetings
- Alert HR Dept. or Schedulers to any issues that may be contributing to fatigue this may include 2nd job, medical condition or other lifestyle factors

3. Reference Documents

LT-01 – Health Safety & Environment Policy - OHS ACT 2004 - Heavy Vehicle National Law Act

4. Policy Review

This policy to be reviewed every 2 years or earlier if there are any legislative changes.

5. Version History:

Version No & Date	Revision Description
V2 - 22/11/2016	This Policy has been revised to create a platform for Fatigue Management of all employees with its aim to remove or reduce the risk of fatigue when at work.
V3 – 19/03/2018	Policy revised to include reference to drivers returning from leave and responsibilities of drivers to alert schedulers to any lifestyle factors that may impact their performance.

Authorised by: Leocata Management

Date: 19.3.18