

Personnel Management

Fatigue Risk Management



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Fatigue Risk Management Procedure

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1. Purpose

This procedure outlines OTHR's commitment to managing fatigue as part of managing its Rail Safety Worker fitness for work. Implementation of the Fatigue Management Procedure will be overseen by the respective Manager.

This Procedure also provides the requirements and guidance needed to manage fatigue for OTHR's railway operations.

2. Scope

Fatigue management applies to all rail safety workers. OTHR has a low fatigue risk due its operations being conducted mostly within daylight hours. Should operations be necessary outside of this time frame, Members and contractors will be rostered on for no longer than 12 hours.

3. References

Rail Safety National Law

Rail Safety National Regulations ONRSR Guideline – Preparation of a Safety Management System

RISSB Guideline – Fatigue Management

NTC National Standard for Health Assessment of Rail Safety Workers

4. Definitions

Week - refers to a consecutive period of seven days.

Worker - Includes all workers and volunteers involved with Rail Safety Work

5 Symptoms of Fatigue

The most common symptoms associated with fatigue are:

- Increased sleepiness
- Lack of concentration
- Temporary memory loss
- Slowed reaction times
- Irritability
- Headaches and general body aches
- Mood swings
- Reduced physical strength and capabilities

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- Reduced hand-eye coordination
- Poor judgement
- Affects to general health and well-being such as loss of appetite and weight

6 Risk Associated with Fatigue

Fatigue creates significant risks if Members and contractors are engaged in hazardous tasks or changes in performance which include:

- Loss of attention Feeling apathetic and lethargic (low energy)
- Inability to anticipate danger
- Short term memory problems
- Poor decision making
- Increased reaction time
- Lower vigilance and alertness levels
- Reduced ability to solve problems
- Impatience and increase risk taking
- Short unplanned naps (micro sleeps)
- Poor performance During the operation of the project,

7 Assessing Fatigue Risk

To determine Fatigue Related Risks where applicable, it may be necessary to undertake a risk analysis of OTHR's railway operations which will include scrutinising the fatigue issues for each task undertaken which may include the following:

- Organisational factors affecting the way in which the Rail Safety Work is carried out such as extended hours and overtime, commuting, call in and on-call work hours, routes, crew calling practices, work environment.
- The suitability of rest environments (climate, noise, vibration, fumes) and in occasional circumstances where work may have to be carried out (e.g. in emergencies or under degraded or abnormal conditions).
- Physiological and task factors that could impact the performance of safety working practices such as circadian effects, extended wakefulness, chronic sleep loss, sleep inertia, scheduling of work and non-work time (time on task, rest opportunities, break length and frequency and total work time), high cognitive demand, monotony, boredom and low cognitive demand.

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- Social and psychological factors such as work schedule predictability and irregularity, and control over working hours.
- Relevant developments in research related to fatigue.
- Any technology that may be applied to manage work related fatigue.

8 Risk Factors

Risk Factors for Fatigue can be identified through the following:

- Findings from incident investigations
- Discussions with employees
- Employee surveys or questionnaires
- Walk through inspections
- Audit results
- HSE Fatigue Risk Calculator
- Risk registers
- Research findings
- Industry guidance
- Reports on results of monitoring hours of work (see below)
- Fatigue issues reported by workers
- Review of safety performance data relating to fatigue
- Job descriptions and work method statements

9 Reporting Requirements

The fatigue risk management requirements of OTHR's SMS shall be applied to the extent applicable to its operations as a requirement of its accreditation.

In the unlikely event that a breach of the fatigue risk management procedure occur. The respective OTHR Manager must advise the Safety Manger, as in accordance with Rail Safety National Law it is deemed to be a Category B Notifiable Occurrence.

The Rail Safety Manager will then lodge the Category B Notifiable Occurrence with the Rail Regulator within 72 hours of becoming aware that such a breach of the fatigue risk management program has occurred.

The Safety Manager shall include the non-conformance in the monthly report to the OTHR Management Committee.

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Any changes to work scheduling practices and procedures set out in the fatigue management procedure shall also be notified to the Management Committee prior to the changes being implemented, as such changes must be notified to the Rail Regulator at least 28 days prior to the change being implemented.

The Safety Manager will then notify the Rail Regulator within the required timeframe.

10 Review of Fatigue Management Procedure

The fatigue management procedure will be reviewed periodically, in response to incident data, fatigue reports or an operational change that impacts on workload, scheduling or predictability of work hours.

Audits of the fatigue management program will also be conducted in accordance with OTHR Safety Audit requirements.

11 Rosters

As a general guide OTHR Members and contractors shall be rostered in accordance with the following general requirements:

11.1 Train Crew and Station Staff

- The shift length is to be not longer than 12 hours.
- The break between shifts not less than 12 hours.
- If due to equipment breakdown, derailment or other emergency the train crew and station staff may be required to work a 16 hour shift. There will be a minimum of 10 hours break after completion of that shift before returning to duty.

11.2 Workshop and Track Maintenance Staff

- The shift length is to be not longer than 12 hours.
- The break between shifts not less than 12 hours.
- If due to equipment breakdown, derailment or other emergency workshop and track maintenance staff may be required to work a 16 hour shift. There will be a minimum of 10 hours break after completion of that shift before returning to duty.

11.3 Train Control Staff

- The shift length is to be not longer than 12 hours.
- The break between shifts not less than 12 hours.
- If due to equipment breakdown, derailment or other emergency the train crew and station staff may be required to work a 16 hour shift. There will be a minimum of 10 hours break after completion of that shift before returning to duty.

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12 Documentation and Recording

OTHR Managers shall maintain records of total hours worked by individuals to ensure compliance with this procedure.

This will normally be hours worked during programmed operational days or for maintenance activities.

Each Manager shall ensure that the records are maintained. Where a worker performs tasks for another section in the same period it is the responsibility of the worker to ensure that the Manager from the other section is aware of the work performed and that it is recorded.

8. Training

OTHR shall ensure Rail Safety Workers are aware of the requirements for managing Fatigue.

This will be undertaken through OTHR's normal induction process and ongoing toolbox meetings.

OTHR will ensure, persons carrying out safety critical work on a railway are fit for duty as it is prohibited for OTHR Members or contractors to report for or remain on duty if:

- They have a blood alcohol level greater than zero,
- They are under the influence of any other drug that impairs ability or interferes with a person's ability to perform their duties safely, regardless of whether the drug is prescribed or an over the counter medication,
- They are fatigued, or
- They are medically unfit or unwell.

Members or contractors that are "unfit for duty" under any of these classifications must not report for duty or remain on duty. In such circumstances, the designated senior personnel must be advised immediately.