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<b>Fatigue Management</b>			

# Fatigue Management Policy

## Document Status

Version	Date	Revision	Prepared	Reviewed	Approved
A	June 2009	Rev.0	SM	M Conners B Muldoon	Management Committee
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## Revision Record

Revision	Date Issued:	Description of change:
1	16/05/16	Review document

## Distribution

Hard Copy	Position Title	Electronic Controlled Copy
		OTHR Website

## **Fatigue Management Program**

### AIMS:

OTHR's Fatigue Management program aims to reduce fatigue and improve the on-duty alertness of all of its volunteer and employed rail safety workers when they are involved in all aspects of the line reconstruction between Oberon railway station and Hazelgrove siding and when rolling stock is being operated for tourist purposes.

### GUIDING PRINCIPLES

OTHR's Fatigue Management:

- (a) Involves all its rail safety workers in its development and implementation;
- (b) Is flexible and its development and management will reflect changes in work conditions and the use of different machinery and technology;
- (c) Considers the needs of all of its rail safety workers, both volunteers and employees;
- (d) Considers requirements of the organisation in restoring a railway line and operating a tourist facility;
- (e) Recognises that OTHR has a responsibility to establish and maintain working conditions that allow all volunteers and paid workers sufficient opportunity to obtain adequate rest between work shifts in order for alertness to be sustained throughout their period of duty;
- (f) Has impressed upon all rail safety workers that it is their duty to report for work rested and fit to undertake their designated responsibilities;
- (g) Has identified the risks associated with the line reconstruction;
- (h) Has recognised the various physiological factors of its rail safety workers and utilised this information in safe and stress free work practices;
- (i) Has provided appropriate rest environments for its rail safety workers in the present tasks of line reconstruction;
- (j) Is aware of its responsibilities for scheduling appropriate shift and rest periods to minimise the occurrence of fatigue;

## IMPLEMENTATION STRATEGIES

OTHR's Fatigue Management Policy and Program are implemented in the following ways:

(a) Responsibility for implementing the program

The Track Supervisor and Team leaders assist in the implementation of the program in the work place by conducting Toolbox meetings prior to working in conditions that may incur fatigue in the workers.

(b) In the work situation

- Supervisors allocate tasks appropriate to the physiological conditions of all workers. No worker is allowed to undertake a task beyond his/her experience and physiological capabilities.
- Supervisors rely on visual assessments to ensure all staff are sufficiently rested and alert to perform their duties.
- Supervisors demonstrate to workers correct procedures to carry out work tasks and to operate machinery. For example, workers are taught the correct lifting procedures to minimise fatigue and muscle injuries.
- Rail safety workers are encouraged to assist each other with strenuous tasks.
- Rail safety workers are encouraged to report any feelings of fatigue so they can be given the opportunity to rest.
- OTHR has impressed upon all rail safety workers the need to have a break between their normal work commitments and the work on the railway line. The requirement to commence work in a refreshed and alert state is a key aspect of OTHR's Safety Management System.
- OTHR has stressed the need to dress appropriately and take adequate precautions in different climatic conditions such as extreme heat, extreme cold, rain or wet conditions.

(c) Supervisor responsibility

The Track Manager and **team** leaders are responsible for:

- Ensuring that all workers are using appropriate personal protective equipment.
- Continually observing and monitoring workers operating in extreme weather conditions for signs that a worker is suffering symptoms of fatigue due to exposure to the elements. In situations of extreme cold, control measures might include windbreaks, heating devices and procedural/scheduling changes.

- Establishing control measures for extreme heat conditions. These measures include:
  - ensuring adequate supplies of cool drinking water are available and encouraging workers to consume water to avoid dehydration,
  - providing (where possible) shade for workers,
  - utilising additional rest breaks,
  - utilising job rotation to share any strenuous or arduous work,
  - ensuring workers wear appropriate personal protective equipment and apply sunscreen, especially to the neck and face,
  - adjusting shift times (where practicable) to avoid working in the hottest part of the day.

(d) Worker responsibility

Rail safety workers are responsible for:

- Carrying out their work in accordance with supervisor instructions
- Ensuring they wear any personal protective clothing issued to them whenever it is required and as directed by their supervisor.
- Advising the team leader if they are suffering from symptoms of dizziness, light-headedness or dehydration.
- Advising the team leader if they are working in conditions or on a task they find stressful.
- Avoiding work in hazardous areas that could cause stress or lead to an accident or fatigue.
- Avoiding back injuries, slips and falls, following work procedures outlined in toolbox meetings, seeking help if required, and not taking risks or overextending themselves.