

# PROCEDURE

## Prime Mover Fatigue Management

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Document Review Record				
Document No. and Name		WHS-PRO-019 Prime Mover Fatigue Management Procedure		
Rev No	Description	Prepared by	Checked by	Date
0	New			28.09.2011
1	Reformat to new IMS template			09.11.2013
2	Update Number Structure	L.Strappazon	M.Delaney	08.06.2016
3	Review as per Internal Audit A025	A.Forrest	M.Delaney	08.07.2016
4	Remove and transfer responsibilities section to QMS-PRO-026 Authority and Responsibilities Procedure	M Richards	L Strappazon	03.11.2016
5	Review	M Vorpapel	D McNeil	26.09.2019
<b>Electronic approval by:</b> <b>Name:</b> David McNeil <b>Position:</b> Operations Manager <b>Date:</b> 26.09.2019				
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### 1 PURPOSE

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The purpose of this procedure is to outline the processes and guidelines used by Reay Services Group to manage driving fatigue with Prime Mover operations.

### 2 SCOPE

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The procedure applies to all drivers operating the RSG Prime Mover as related to driving and fatigue. It should be read in conjunction with WHS-DOC-118 Prime Mover (Western Star) Operating Instruction. RSG Prime Mover operations are based on heavy vehicle standard hours.

### 3 DEFINITIONS

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**Company / the Company:** Refers to Reay Services Group and associated entities.

**Fit for Work:** That an individual is in a state, physically, mentally and emotionally, that allows them to perform their work competently and in a manner that doesn't affect their or others health or safety. Fitness for work can be affected by a variety of factors, which include fatigue, stress, alcohol or drugs.

**MC:** Multi-combination

**QDTMR:** Queensland Department of Transport and Main Roads

**System:** Quality, Safety and Environmental Management Systems.

### 4 RESPONSIBILITIES

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All company Employees and Contractors are responsible for complying with the requirements of this procedure.

Refer to QMS-PRO-026 – Authority and Responsibilities Procedure for further details.

### 5 PROCEDURE

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Driving is a complex mental and physical task requiring sustained levels of concentration and skill to maintain maximum performance. No driver can afford to be fatigued nor can anyone else afford a driver to be fatigued.

WHS-PRO-005 Fitness for Work Procedure addresses general medical, fatigue and drug and alcohol issues and should be read in conjunction with this procedure. All of these procedures apply to Prime Mover operations and the drivers but this procedure specifically addresses driving and driver fatigue issues when operating the Prime Mover, which is classified as a heavy vehicle.

#### 5.1 Chain of Responsibility for Driver Fatigue

There are legislated roles and responsibilities relating to heavy vehicle driving and fatigue, as follows:

- Consignors – obligation to not make unreasonable or unrealistic demands on operators or drivers. Can include inflexible pick up and making delivery times and commercial pressures more important than fatigue consequences for specific trips.
- Operators – need to plan the transport task to minimise fatigue through a regular risk-assessment process. Operators need to ensure adequate scheduling/rostering, management practices and training are provided.
- Driver – follow fatigue management procedures and/or trip procedures that have been designed to reduce safety risk associated with fatigue. Also need to fit for work, which will involve balancing family demands, use of drugs and alcohol and other non-work activities with work requirements.
- Receivers – obligation not to create additional fatigue risks by delaying drivers or setting unrealistic delivery times.

### 5.2 Risk Management

Prime mover driver fatigue must be addressed by applying risk management principles, refer to WHS-PRO-031 Risk Management.

The identified hazards and risks for the Prime Mover operations and fatigue are:

- Driver fatigue
- Incorrect operation
- High risk driving
- Incorrect loading and load restraint.
- Incorrect coupling of vehicle and trailers
- Overturning
- Collision or contact
- Slipping, tripping and falling

At present, the prime mover is only used to transport RSG plant, equipment and materials from RSG storage areas to RSG work sites.

The prime mover is in excellent mechanical condition, has low operating hours and kilometres and is used infrequently. It is only used as required and therefore the driver has lots of time for rest and recovery between driving assignments.

The prime mover is operated in line with heavy vehicle standard hour guidelines and regulations and thus 12 hours or less is driven within a 24 hour period. Long haul driving is not completed. Driving is usually completed between 5am and 7pm. The truck has a sleeper cab but when away from home the driver usually has accommodation provided each evening that is separate from the prime mover, with full ablution facilities and meals provided.

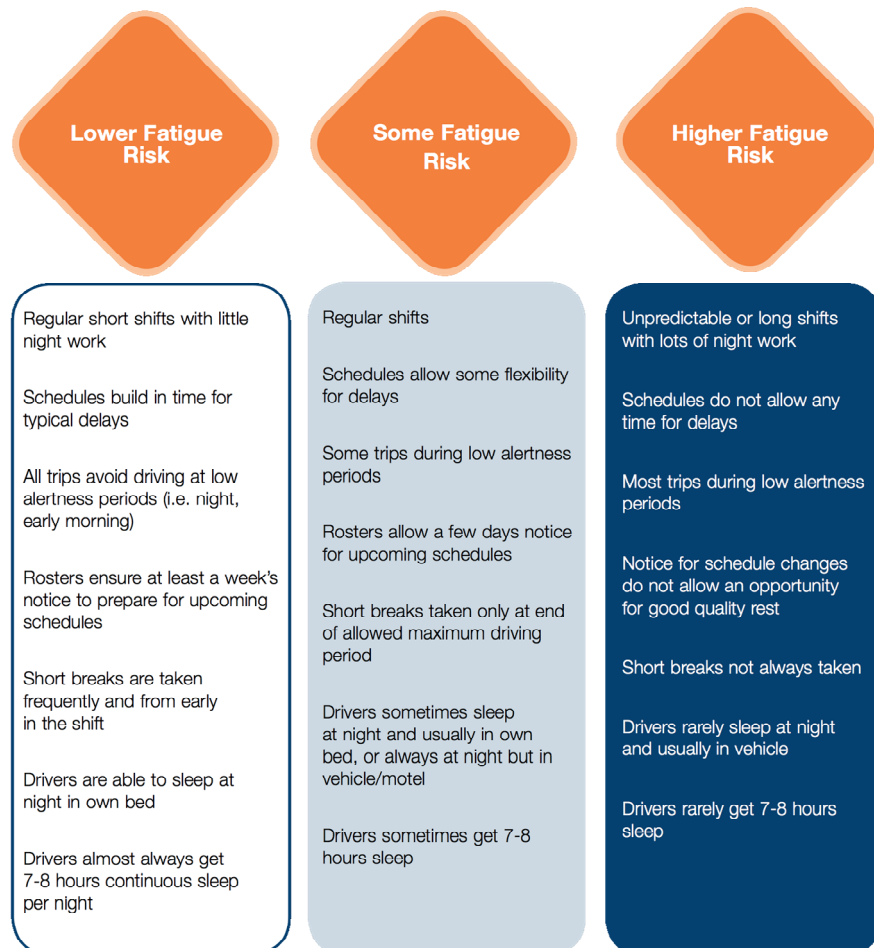
The prime mover's use, scheduling and planning is RSG controlled. It would be unusual to have any delays loading or unloading the transported plant, equipment and materials.

An operating instruction, WHS-DOC-118 Prime Mover (Western Star), is in place for its use. This document includes instructions and procedures addressing mandatory requirements, before operating the prime mover, loading the prime mover, operating the prime mover and maintaining the prime mover. The identified hazards and risks, industry standards and guidelines, national and state laws and regulations

## Prime Mover Fatigue Management Procedure

and QDTMR and NTC standards and guidelines were used to develop the operating instruction and this fatigue management procedure.

When the risks are assessed using the Guidelines for Managing Heavy Vehicle Driver Fatigue (2007), it is deemed that the RSG Prime Mover operations are low risk with regard to fatigue.



RSG risk control processes and instructions for the Prime Mover driving and fatigue concentrate on elimination of hazards - undue pressures in the form of tight delivery schedules do not exist in RSG operations due to the reasons outlined above. A Fitness for Work Policy and matching procedures are in place for RSG operations. This document specifically addresses managing fatigue related driving issues for the Prime Mover operations.

Through the RSG induction processes, employees who drive the Prime Mover will be educated about fatigue management, fitness for work and other related RSG safety systems.

A copy of this procedure, QDTMR Daily Work and Rest Hours Planner – Standard Hours Solo Driver, QDTMR Driver Dashboard Card (Standard Hours), QDTMR Guideline for Multi-combination Vehicles, QDTMR Heavy Vehicle Driver Fatigue Fact Sheet 2 and QDTMR Work Diary Instruction Sheet will be kept in the Prime Mover at all times for driver reference.

Incident reporting and driver feedback will be monitored. A review of the Fatigue Management Procedure will occur every 12 months, on receipt of driver feedback, if an incident occurs, if a new hazard is identified or if legislation/regulation/standards/guidelines change.

### 5.3 Driver Fatigue – Causes and Effects

Fatigue is an acute or ongoing state of tiredness that affects employee performance, safety and health, and requires rest or sleep for recovery. Fatigue isn't just about falling asleep, people describe it as being tired, drained or exhausted. It builds up over time. It is a major contributor to road accidents.

Activities, processes or contributing factors for driver fatigue include but are not limited to:

- Time of day – body clock factors. Humans are programmed to sleep at night and be awake during the day. Working at night can disrupt the body clock and can cause effects similar to jet lag, loss of alertness and drowsiness.
- Journey to and from work – if the commute to work is lengthy, before the 'work' of driving begins.
- Sleep factors – people who do not get the sleep they need build sleep debt. This can be from not having enough rostered hours off, having to sleep during the day or home factors such as having a new baby in the house. Each day sleep is missed, the debt gets bigger and the driver gets more fatigued. The effect on driving performance is similar to driving under the influence of alcohol.
- Health factors – age, sleep apnoea, narcolepsy (falling asleep during the day with no sleep problem at night), the effects of alcohol, drugs and stimulants, lack of exercise, bad diet all contribute to fatigue.
- Type of work activity being undertaken – excessive hours, heavy work at drop offs and like.

General signs of fatigue include but are not limited to: loss of alertness, blurred vision, poor judgement, slow reactions, drowsy driving, falling asleep at the wheel, poor memory, mood change and mini-sleeps.

Specific signs of driver drowsiness can include:

- Trouble keeping your head up
- Wandering, disconnected thoughts – day dreaming
- Eyes close for a moment or go out of focus
- Eyelids droop
- Inability to stop yawning
- Inability to remember driving the last few kilometres
- Drifting over the centre line or onto the gravel at the side of the road
- Not noticing signs and hazards early enough
- Missing your exit
- Missing gear changes
- Starting to see things that aren't there
- Approaching corners too fast
- Poor steering or braking too late
- Changing speed without noticing

Everyone has a responsibility to be alert for the symptoms of fatigue in themselves and others. Impairment or potential impairment must be reported to the RSG supervisor/manager immediately, both before driving starts and during a driving shift. If during a shift, you should pull over and stop the Prime Mover then notify the supervisor or manager.

The supervisor or manager can determine the appropriate action to take to prevent any risk associated with the fatigue. If contact cannot be made with a supervisor or manager due to location RSG expects a

driver to pull over, stop the vehicle and utilise an appropriate fatigue management process as listed below in 5.4, such as having a nap/sleep, taking a break and having a short walk.

**5.4 Reducing and Managing Driver Fatigue**

Wherever possible RSG implements driving schedules that meet fatigue management and good driving practice principals and guidelines. RSG encourages employees to implement measures outside of work hours that will ensure good sleeping hygiene. Regardless of this, RSG recognises that driver fatigue can occur during driving hours and sees naps as an effective way to manage fatigue in the short-term (during that shift).

Drivers are encouraged to complete the following to reduce and manage their personal fatigue levels:

- Plan non-work activities in such a way that adequate sleep is achieved. May need to involve the family well in advance.
- Utilise rest breaks to rest if tired.
- Drink and eat in a healthy way
- Exercise regularly and on breaks stretch or take a short walk.
- Use mental games, listen to music/talkback radio or talking books, chat on the CB radio, and the like to help manage boredom.
- Learn to recognise the signs of fatigue and if possible, pull over for a short nap (20 minutes).
- Keep the cab at a comfortable temperature, but not too warm.
- Get fresh air into the cab – smoke and stale air can contribute to drowsiness.
- Do not take drugs to manage fatigue; sleep is the only way to manage.
- If you have any health problems, seek medical advice immediately.
- When sleeping turn off your mobile phone and radio so you will not be interrupted.
- Disclose any fitness for work issues to RSG so a management plan can be established.

RSG will take the following steps to reduce and manage driver fatigue:

- Driving will be as per the regulations. Full details are provided in the driver Work Diary, and the guides and reference materials provided in the Prime Mover.

In summary:

<b>Standard Hours (solo drivers)</b>		
In any period of...	A driver must not work for more than a <b>maximum</b> of...	And must have the rest of that period off work with at least a <b>minimum</b> rest break of...
<b>5 ½ hours</b>	<b>5 ¼ hours work time</b>	<b>15 continuous minutes rest time</b>
<b>8 hours</b>	<b>7 ½ hours work time</b>	<b>30 minutes rest time in blocks of 15 continuous minutes</b>
<b>11 hours</b>	<b>10 hours work time</b>	<b>60 minutes rest time in blocks of 15 continuous minutes</b>
<b>24 hours</b>	<b>12 hours work time</b>	<b>7 continuous hours stationary rest time<sup>1</sup></b>
<b>7 days</b>	<b>72 hours work time</b>	<b>24 continuous hours stationary rest time<sup>1</sup></b>
<b>14 days</b>	<b>144 hours work time</b>	<b>2 x night rest breaks<sup>2</sup> and 2 x night rest breaks<sup>2</sup> taken on consecutive days</b>

<sup>1</sup> Stationary rest time is the time a driver spends out of a heavy vehicle or in an approved sleeper berth of a stationary heavy vehicle.

<sup>2</sup> Night rest breaks are 7 continuous hours stationary rest time taken between the hours of 10pm on a day and 8am on the next day (using the time zone of the base of the driver) or a 24 continuous hours stationary rest break.

- Regular breaks will be taken in line with the above standard hours plus additional breaks as required by the individual driver if fatigue is experienced. The supervisor/manager notification

process will be used if additional breaks are required. Employees are encouraged to have a nap/sleep if required.

- Wherever possible Prime Mover activities will be scheduled during daylight hours and in-line with normal human body clock ranges.
- Trips will be planned such that there is adequate time for sleep, rest, food and will take into account appropriate places to stop.

## 6 REFERENCE DOCUMENTATION

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WHS-PRO-031	Risk Management Procedure
WHS-PRO-005	Fitness for Work Procedure
WHS-POL-002	Fitness for Work Policy
	NTC Guidelines for Managing Heavy Vehicle Driver Fatigue
	Queensland Department of Transport and Main Roads website
	<a href="http://www.tmr.qld.gov.au/Business-industry/Heavy-vehicles/Multi-combination-vehicles.aspx">www.tmr.qld.gov.au/Business-industry/Heavy-vehicles/Multi-combination-vehicles.aspx</a>
	QDTMR Daily Work and Rest Hours Planner – Standard Hours Solo Driver
	QDTMR Driver Dashboard Card (Standard Hours)
	QDTMR Guideline for Multi-combination Vehicles
	QDTMR Heavy Vehicle Driver Fatigue Fact Sheet 2
	QDTMR Work Diary Instruction Sheet
	Transport Operations (Road Use Management – Fatigue Management) Regulation 2008