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# Basic Fatigue Management (BFM) Standards



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# 1 | Scheduling and Rostering

## Standard

Scheduling of individual trips and rostering of drivers are to be in accordance with limits prescribed in legislation.

## Description

Scheduling and rostering practices are to ensure all trip schedules and driver rosters are planned and assigned in compliance with the legislated operating limits taking into account the transport task, and time for the transport task to be completed safely.

## Criteria

To satisfy this standard an operator must demonstrate the following:

- 1.1 schedules and rosters are documented;
- 1.2 schedules and rosters are monitored and regularly reviewed;
- 1.3 action is taken to minimise fatigue risks when altering schedules and rosters;
- 1.4 guidelines are in place for the use of relief/casual drivers where required;
- 1.5 the increased fatigue risk for a driver returning from leave is considered in scheduling and rostering of the driver;
- 1.6 drivers are to have input into schedules where practicable to ensure trip plans are reasonable;
- 1.7 schedulers provide sufficient advance pre-trip notification to ensure drivers can comply with legislation; and
- 1.8 schedules and rosters are planned to be reasonable and achievable under legislative operating limits.

## 2 | Fitness for Duty

### Standard

Drivers are in a fit state to safely perform required duties and meet the specified medical requirements.

### Description

This standard requires that a system be developed to ensure that drivers are a fit state for work and can perform work duties safely.

### Criteria

To satisfy this standard an operator must demonstrate the following:

- 2.1 drivers are certified as being fit to drive a heavy vehicle by a medical practitioner according to the Assessing Fitness to Drive by Austroads (or equivalent document approved by the Australian Transport Council). The examination must include an assessment to detect drivers in the high risk group for sleep disorders. Examinations are to be conducted, as a minimum, once every three years for drivers aged 49 or under, and yearly for drivers aged 50 or over;
- 2.2 procedures for driver fitness for duty, which address issues of driver health, use of drugs/alcohol, medical condition, well-being and state of fatigue;
- 2.3 procedures for drivers to assess their fitness for duty prior to commencing and during work;
- 2.4 procedures for the drivers to notify the operator if they are unfit for duty due to any lifestyle, health or medical issue both before and during work;
- 2.5 any medical advice for drivers is taken into account when assigning duties; and
- 2.6 operators with two-up driving operations are to have procedures in place for undertaking two-up driver recruitment and team selection, and that the alternative driver's comfort is optimised while resting in a moving vehicle.

# 3 | Fatigue Knowledge and Awareness

## Standard

All personnel involved in the management, operation, administration, participation and verification of the Basic Fatigue Management system can demonstrate appropriate knowledge and skills in fatigue management relevant to their position.

## Description

Fatigue knowledge and awareness is essential to ensure all employees (including managers), who are involved in the fatigue management system, understand fatigue management issues and have the knowledge and skills to practise fatigue management and to comply with the operator's fatigue management system.

## Criteria

To satisfy this standard an operator must demonstrate the following:

- 3.1 that the operator has steps in place to ensure anyone involved in the management, operation, administration, participation and verification of the fatigue management system is made aware of the operator's current fatigue management policies and procedures;
- 3.2 that all persons who hold a position of responsibility under the operator's Basic Fatigue Management system are identified; and
  - 3.2.1 have been inducted and regularly updated in the operator's fatigue management policies and procedures;
  - 3.2.2 are able to demonstrate competence in managing driver fatigue, including understanding the causes, effects and symptoms of fatigue, and being able to apply strategies to better manage fatigue; and
    - 3.2.2.1 if the person drives a heavy vehicle under Basic Fatigue Management – that person is able to demonstrate competence with TLIF1007C *Apply fatigue management strategies*;
    - 3.2.2.2 if the person is a scheduler as described in the heavy vehicle driver fatigue legislation, or who supervises or manages drivers and scheduling staff – that person is able to demonstrate competence with TLIF6307A *Administer the implementation of fatigue management strategies*;
- 3.3 that they have:
  - 3.3.1 established a procedure for maintaining the currency of knowledge in fatigue management for all people who hold a position of responsibility, including identifying if, and when, any re-assessment of competence is to be conducted, and ensuring that this has occurred;
  - 3.3.2 ensured that any knowledge needs are identified, and that appropriate action is undertaken to address those needs;
- 3.4 that records of competence of drivers, schedulers or those who supervise or manage drivers and scheduling staff have been maintained, including:
  - details of what, if any, training was undertaken, who delivered the training and when this training occurred;
  - if, and when any re-training is required; and
  - record of the qualifications of workers, including any units of competence achieved.

### **Explanatory Note for Assessment**

For the purposes of assessment, the evidence required to demonstrate competence must be relevant to, and satisfy all the elements and performance criteria of, the specified unit. Performance must be demonstrated consistently over a period of time and in a suitable range of contexts including through written and oral tests, appropriate simulated activities and/or in an appropriate range of situations in the workplace.

# 4 | Responsibilities

## Standard

The authorisations, responsibilities and duties of all positions involved in the management, operation, administration, participation and verification of their operations under the Basic Fatigue Management option are current, clearly defined and documented and carried out accordingly.

## Description

The compliant operation of the Basic Fatigue Management option is dependent on all relevant personnel knowing and fulfilling their responsibilities to ensure that the requirements of the Basic Fatigue Management standards are met.

## Criteria

To satisfy this standard an operator must demonstrate the following:

- 4.1 all relevant personnel are carrying out their duties and responsibilities compliant with the Basic Fatigue Management standards and the operator's fatigue management system;
- 4.2 authorities, responsibilities and duties relating to the Basic Fatigue Management fatigue management system are current, clearly defined and communicated to all appropriate personnel;
- 4.3 management practices are in place to deter non-compliance and implement corrective actions; and
- 4.4 a communication process (e.g. in-trip communication with drivers, meetings, notices, newsletters) is in place to facilitate the exchange of information between drivers and management where practical and appropriate.

# 5 | Internal Review

## Standard

An internal review system is implemented to identify non-compliances and verify that the activities comply with the Basic Fatigue Management standards and the operator's fatigue management system.

## Description

The internal review process is an essential management tool that checks that procedures are being followed and indicates how the Basic Fatigue Management option is working. Fundamental to the management of the fatigue risk is the capacity of the Basic Fatigue Management option system to assess fatigue risk and to identify, report and investigate incidents of non-compliance with the Basic Fatigue Management Standards and take the necessary corrective action.

## Criteria

To satisfy this standard an operator must demonstrate the following:

- 5.1 procedures are in place to define how an internal review program of the Basic Fatigue Management standards is produced, conducted, reported and recorded at least every 12 months and corrective action taken where required;
- 5.2 internal reviews are undertaken by competent persons not responsible for the activity being reviewed, where practical;
- 5.3 procedures are in place to monitor, identify, report, investigate and record non-compliances and take the necessary corrective action to prevent further occurrences;
- 5.4 procedures are in place to investigate incidents to determine whether fatigue was a contributing factor; and
- 5.5 records of drivers' work and rest times are regularly reviewed to ensure compliance with the legislated operating limits.

## 6 | Records and Documentation

### Standard

The operator will implement, authorise, maintain and review documented policies and procedures that ensure the management, performance and verification of the Basic Fatigue Management option in accordance with the standards.

### Description

This standard requires a system to manage and maintain records that relate to the requirements of the Basic Fatigue Management standards. Documented evidence must be maintained to demonstrate the level of compliance with the Basic Fatigue Management standards.

### Criteria

To satisfy this standard an operator must demonstrate the following:

- 6.1 policies, procedures and instructions covering all activities required to meet the Basic Fatigue Management standards are authorised, current, clearly defined and available to all relevant personnel;
- 6.2 all Basic Fatigue Management option records are legible, stored, maintained and available for management and audit purposes for at least three years;
- 6.3 records of participating drivers are kept current;
- 6.4 documents are approved, issued, reviewed, modified and accounted for in accordance with the operator's prescribed control procedures; and
- 6.5 records must include individual driving hours records for all nominated drivers (e.g. work diaries, rosters, schedules).