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**Original issue date: July 2008      Last review date: September 2013      Next review date: September 2015**

**VARIATION RECORD:**

Version No.	Version Date:	Brief Description of Change:
1.0	July 2008	Original issue.
1.1	October 2008	Updated as per the Port's document style conventions – content remains unchanged.
1.2	September 2009	Contents reviewed and amendments made.
1.3		DRAFT.
1.4	February 2011	Definitions and creation of acknowledgement section.
2.0	July 2013	Complete review of SOP. Inclusion of definition of time of day effect. Additional guidelines for night shift and rostered days off.
2.1	February 2015	Reissue as Kimberley Ports Authority and changed to HSE Coordinator.

**1. INTRODUCTION**

**1.1. Purpose**

To provide all employees at all levels of the organisation with information on personal risk management of fatigue, guidelines for recognising fatigue and managing fatigue related risks at work. This plan is to be read in conjunction with the Fitness for Work Policy.

**1.2. Scope**

This plan covers the requirements associated with the working hours, work breaks and shift work of all personnel employed at the Port.

**2. DEFINITIONS**

**Employee** – All reference to an employee in the document includes full time / part time employees of KPA.

**Employer** – a person that employs an employee under a contract of employment; and in relation to an apprentice or trainee, the person that employs the apprentice or trainee under an apprenticeship or traineeship scheme under the *Industrial Training Act 1957*.

**Fatigue** – The loss of alertness and capacity to perform safely that results from insufficient sleep or poor quality sleep, working at times when you would normally be asleep or engaging in mentally or physically demanding activities.

**Hazard** – A hazard is a source of potential harm or a situation with the potential to cause harm.

**Time of day effect** – this refers to the normal cycle of attentiveness and tiredness through the 24-hour day. During a typical day where a person has slept at night for 7-8 hours, they will experience periods of maximum fatigue in the early hours of the morning and a lesser period of fatigue in the early afternoon. During the fatigue periods of this cycle one may experience reduced attentiveness and during the high energy periods it can be difficult to sleep soundly.

### **3. RESPONSIBILITIES**

#### **3.1. Employer Responsibilities**

1. To provide information to new and prospective employees regarding the location of the workplace, type of work (for example shift work), the weather conditions and working in a marine environment;
2. To recognise that personal problems on and off site can adversely affect safety performance;
3. To establish shift changeover processes which fully acquaint incoming shift workers with current operating conditions;
4. To ensure rosters are designed and scheduled with the following principles in mind:
  - a. address the opportunity for quantity and quality of sleep particularly addressing the “time of day” effect;
  - b. ensuring that the number of consecutive shifts (in particular night shifts), shift lengths and rest periods between shifts are considered in roster compilation;
  - c. understanding that employees have a need to balance the competing requirements of their jobs with their social and domestic responsibilities;
  - d. compensating periods of extended hours with a longer break before commencing the next shift;
  - e. ensuring the number of consecutive “on call” shifts takes into consideration “occasional” or “frequency” of all call outs to determine restrictions on consecutive shifts; and
  - f. addressing the potential for secondary employment to impact employee fatigue.

#### **3.2. Supervisor Responsibilities**

1. To be alert for signs of drowsiness on the job and insist that an in-shift break be taken when these are observed;
2. Be aware that the hours between midnight and 6.00am and the first night shift of a sequence may be particularly problematic for drowsiness;

3. Be alert for any unusual behaviour, which might indicate stress, chronic fatigue or personal problems;
4. Ensure that work rosters fall within the limits detailed above; and
5. Reporting and responding to any incidents and accidents arising from hazards associated with shift work.

### **3.3. Employee Responsibilities**

It is the responsibility of employees at all levels to comply with this plan.

All employees are required to attend work fit to safely perform their duties without risk to themselves or others. This can only be managed from a personal perspective by ensuring that an individual's time away from work includes sufficient sleep and recovery. This will include amongst other things employees managing any health, lifestyle, personal or family responsibilities that may impact on their fatigue.

Employees must:

- Present to work in a fit condition and not adversely affected by fatigue;
- Utilise breaks provided within and between shifts to rest and recuperate;
- Report all incidents and accidents arising from hazards associated with shift work;
- Recognise signs of sleep deprivation and/or fatigue and the impact on themselves and others and report to their supervisor the circumstances in which fatigue and lack of sleep are impacting on individual wellbeing and workplace safety;
- Understand the implications of voluntarily seeking additional work hours, including secondary employment, that have the potential to increase risks to individual and organisational health and safety; and
- Ensure your allocated shifts comply with this policy.

### **3.4. Self Identify**

All employees are responsible to present fit for work. Any employee who believes they are unfit for work due to fatigue, either caused by their existing work roster or from difficulty managing their activities or lifestyle, should self identify. Employees who do self identify are to advise their supervisor immediately.

If the need to self identify occurs frequently (e.g. two or more times in a month), the employee must discuss their difficulties with the Operations manager or Superintendent to identify any potential roster problems, the possible need to seek professional advice on contributory medical problems or on the management of their social life, family responsibilities and relationships.

## **4. FATIGUE MANAGEMENT**

Fatigue management is a shared responsibility between employer and employee as it involves factors that occur both in and outside of the workplace. If you are experiencing fatigue it is important to identify the factors that are contributing to fatigue, discuss any issues with your employer, make changes as required, including sleeping patterns, workloads, rosters and lifestyle behaviours and seek professional help if necessary.

### **4.1. Identifying Fatigue Hazards**

Fatigue causes physical symptoms such as:

- Headaches,
- Muscle aches,
- Breathing and digestive problems,
- Distraction,
- Nervousness,
- Poor judgment, and
- Slow motor skills.

Typical symptoms of tiredness, limit of endurance and co-worker fatigue are:

- A drowsy relaxed feeling,
- Short temper,
- Blurred vision,
- Difficulty keeping your eyes open,
- Head nodding,
- Head resting on a surface for example a table during breaks,
- Excessive yawning,
- Changes in voice alertness on the two-way radio,
- Poor judgement when operating equipment, and
- Arriving at a destination and not remembering how you got there.

**Employees shall immediately notify their supervisor if they experience any of the above symptoms.**

The supervisor shall arrange for the employee to have a short break. If the employee feels that they are too tired to continue, the supervisor **shall** make arrangements for the employee to be stood down for the remainder of the shift.

#### **4.2. Addressing Fatigue Hazards**

Mental and physical work demands:

1. Use plant machinery and equipment that eliminates or reduces the mental and physical demands of the job;
2. Not to exceed 3 hours of continual use of plant machinery without a break that involves high levels of mental and physical demands, e.g. crane operations;
3. Redesign the job to include a variety of mental and physical tasks;
4. Introduce job rotation to reduce mental and physical fatigue, e.g. alternate between working in the hold and on the wharf;
5. Optimise rest periods; and
6. Increase the amount of variation in work tasks to reduce repetition, e.g. swap roles with a member of your team.

Work scheduling and planning:

1. Reduce the time spent doing mentally and physically demanding work;
2. Ensure there are adequate numbers of people and resources to do the job without placing excessive demands on personnel; and
3. Minimise sequential night shifts.

Working time:

1. 10 hour break between shifts unless approved by the Operations Manager or their delegate;
2. Not to exceed 12 hour day if unplanned. Prior to the 10th hour, Supervisors to notify duty managers that the shift will go beyond 10 hours;
3. Where possible, establish shift rosters ahead of time and avoid sudden changes of shifts to allow employees to plan leisure time;
4. Appropriate supervision during periods of low alertness;
5. Set standards and allow time for communication at shift changeover;
6. Night shift to be kept to 10 hours for particular vessels, for example casing vessels;
7. For any ships crane operations there should be at least 2 operators rostered on to allow for tasks to be alternated; and

8. During the wet season the weather, type of vessel and cargo will be taken into consideration when rostering and working hours may be restricted.

Hazardous work should be managed appropriately during periods of extreme heat; methods to do this include:

1. Consider heat and cold and requirements for protective equipment, devices or facilities for heating, cooling, shelter, rest rooms etc; and
2. Consider increasing rest breaks during periods of extreme heat.

Individual factors and factors outside of work:

1. Provide training and information on fatigue management;
2. Managing the hours of work for multiple jobs or secondary employment; and
3. Individuals are to manage external factors that may impact on their ability to carry out their work duties.

#### **4.3. Limits to Hours of Work**

**Shift Duration** – Rostered continuous shifts will not normally exceed 12 hours including overtime in any 24 hour period. There will be a minimum break between shifts of ten (10) hours. The Operations Superintendent will document all work in excess of twelve (12) hours.

**Work Rosters** – the following are guidelines for rostered days off:

In each 14 day cycle a minimum of two days break (i.e. days when you have not been rostered) is required; these do not have to be taken consecutively unless the below applies:

- After working 10 consecutive days of 6 hours or more (as per the minimum rostered shift length in the EA), then a break of two consecutive days where you have not been rostered must be taken; or
- After working 12 consecutive days which includes two minimum shifts (i.e. up to 4 hrs) within that period then a break of two consecutive days where you have not been rostered must be taken.

**Rest Breaks** – There will be a fifteen (15) minute rest break and thirty (30) minute meal break with a break generally taken every three hours.

**Exceptions** – No exceptions to any of the limits above will be made without the approval of the Operations Manager or his/her delegate.

## ACKNOWLEDGEMENT

**This written assessment MUST be completed by KPA employees to ensure a good understanding of the Fatigue Management Procedure.**

**INSTRUCTIONS:** All questions **MUST** be answered correctly; incorrect answers will require you to demonstrate your understanding to the HSE Officer or delegate. Read each question carefully and tick the answer that is **CORRECT** and fill in where indicated. Pass mark is 100% correct.

Questions:

1. Fatigue can be either
  - A) Work related
  - B) A combination of work and non-work related
  - C) Non-work related
  - D) All of the above
2. Employees have an obligation or responsibility to manage their own fatigue.
  - True  False
3. Employees who self identify (fatigued) at work are to advise:
  - A) No one
  - B) Their supervisor immediately
  - C) Anyone in close proximity
  - D) Permanent employee
4. With reference to fatigue management, employees have an obligation to present to work:
  - A) On time and ready for their respective shift
  - B) Wearing appropriate personal protective clothing
  - C) In a fit condition and not adversely affected by fatigue
  - D) If they feel unwell and fatigued
5. Employee fatigue can contribute to potentially dangerous and costly errors.
  - True  False

***I have read and understood the content of the Policy/Procedure and agree to be bound by the Policy/Procedure.***

**Full Name (please print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_