

Managing Fatigue Policy

ABC Pty Limited (the company) has a commitment to the safety of all its employees, road users and the general public. We will provide our staff with resources and training on compliance, regulations and the legislation to provide a safe employment environment and industry as a whole. As part of this commitment, the company understands and will provide a policy, procedures and resources to staff to ensure compliance with Fatigue Management regulations and requirements. Management will ensure that allocated work will not breach applicable legislation or regulations with regard to driver fatigue. We will also not undertake work or allocate to employees or other parties within our supply chain that will result in, encourage, incentivise or cause a person to drive or operate machinery whilst fatigued.

Management will also be trained and resourced to assist in assessing fitness for work for staff.

Drivers must, always, present themselves for work, unimpaired by fatigue, alcohol or drugs.

Work hours include the time required to undertake duties to complete a work-related task, eg: loading and unloading, packing and unpacking, moving furniture etc.

Specific Responsibilities

Driver

Company drivers are responsible for conducting themselves within legislative requirements and ensuring that they always execute company policies and procedures, understand their responsibilities regarding fatigue management.

If the driver does not believe that they are fit to drive or that the journey or work cannot be completed without a breach of Fatigue Management regulations, their concerns should be discussed with their direct report prior to departing the depot and if necessary, a revised journey plan/work diary will be completed.

If an unforeseen incident creates a situation where a breach may occur on route or at the work site, the driver is to contact their direct report as soon as it is practical and legally safe to do so and advise the incident details so as a review to the journey plan/work diary can be undertaken. This information is to be communicated to all relevant parties, including the customer, as soon as possible.

The driver must not operate a vehicle in breach of the work hours/rest time requirements or if they are fatigued.

Other Staff

The positions that have been identified within the company that will have direct accountabilities to ensure compliance with fatigue management regulation and company policy are:

- Operations Manager
- Fleet Controller
- Scheduler

- Other (state position title)

Again, work will be allocated to ensure that rosters, schedules, routes and timelines will not result, encourage or incentivise any driver to work whilst fatigued.

Supervisors/managers should be aware of any indications that the driver may be fatigued or possibly unsuitable to operate a vehicle. In the event of suspected influence of drugs, alcohol or any other medication, reference should be made to the company policy on appropriate procedures and protocols to follow in such situations.

Standard Fatigue Management requirements for solo drivers are:

In any period of...	A driver must not work for more than a maximum of...	And must have the rest of that period off work with at least a minimum rest break of...
5½ hours	5¼ hours work time	15 continuous minutes rest time
8 hours	7½ hours work time	30 minutes rest time in blocks of 15 continuous minutes
11 hours	10 hours work time	60 minutes rest time in blocks of 15 continuous minutes
24 hours	12 hours work time	7 continuous hours stationary rest time*
7 days	72 hours work time	24 continuous hours stationary rest time
14 days	144 hours work time	2 x night rest breaks# and 2 x night rest breaks taken on consecutive days

*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.

#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.

Standard Fatigue Management requirements for two up drivers are:

In any period of...	A driver must not work for more than a maximum of...	And must have the rest of that period off work with at least a minimum rest break of...
5½ hours	5¼ hours work time	15 continuous minutes rest time
8 hours	7½ hours work time	30 minutes rest time in blocks of 15 continuous minutes
11 hours	10 hours work time	60 minutes rest time in blocks of 15 continuous minutes
24 hours	12 hours work time	5 continuous hours stationary rest time* or 5 hours continuous rest time in an approved sleeper berth while the vehicle is moving
52 hour		10 continuous hours stationary rest time

7 days	60 hours work time	24 continuous hours stationary rest time and 24 hours stationary rest time in blocks of at least 7 continuous hours of stationary rest time
14 days	120 hours work time	2 x night rest breaks [#] and 2 x night rest breaks taken on consecutive days

*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.

#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.

Considerations should also be made for personal use exemption of heavy vehicles as per National Heavy Vehicle Work and Rest Hours Exemption (Personal Use) Notice 2018 (No.1). Reference is also made to document no xx for application and clarification.

Drivers of Fatigue Related Heavy Vehicles working under Standard Fatigue Management may be able to work for one additional hour within a twenty-four-hour period counting period for permitted personal activities (private/non-commercial) use as defined by the NHVR. The extra time must be taken in a single period of work and cannot be conducted in the first or last three hours of any twenty-four-hour rest break.

The NHVR Advisory Publication 1701 is attached as schedule “A” for reference which includes a checklist to assist with the application of any exemption.

Record keeping requirements

In accordance with NHVR requirements, record keepers must keep a record of specific information for drivers of fatigue regulated heavy vehicles. A record keeper may be the:

- employer, if the driver is employed.
- accredited operator, if the driver is working under Basic Fatigue Management or Advanced Fatigue Management accreditation.
- driver (as a self-employed or owner driver).

For each driver the record keeper must keep:

- the driver’s name, licence number and contact details.
- the dates fatigue regulated heavy vehicles were driven.
- the registration number of the vehicle(s) driven.
- the total of each driver’s work and rest times for each day and each week.
- copies of duplicate work diary daily sheets (if applicable).
- driver’s rosters and trip schedules (including changeovers).
- driver timesheets and pay records.

any other information as required as a condition of an accreditation or exemption (such as driver training and health assessments).

Drivers must provide their record keeper with their relevant work and rest hours totals and any other relevant vehicle information, the record keeper may not reasonably have access to (registration numbers, dates the driver worked, etc.).

The record location is determined by the record keeper and notified to the driver. The record location is usually the driver's base.

All records must be:

- kept for three years after they are created.
- kept at a location accessible to an authorised officer for audit or investigation purposes.
- in a format that is readable and reasonably assumed it will be readable in at least three years from the date of its creation.