

Fatigue management plan

A fatigue management plan shall be completed for each operation that has, or is proposing to have, at least one or all of the following working arrangements:

- Workers working prior to 6.00am and after 7.00pm.
- A requirement or expectation that workers will work more than 48 hours in a five day consecutive period.
- Where workers are not able to have a minimum of two consecutive days off in any seven day period.

WORK ACTIVITY DETAILS				
Activity/emergency title	Emergency Operations	Lead agency	NSW Department of Primary Industries	
Coordinator/controller	Emergency Management Unit	Location	NSW	
Number of employees involved in activity	1-1000+	Date	28 November 2017	
FATIGUE RISK FACTORS			Yes	No
1. Will employees be required to work or travel between 2.00am and 6:00am?			<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will work schedules involve rotating shifts?			<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Will more than one hour travel to and from the place of work/emergency be required?			<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Will the work be physically demanding?			<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Will the work be mentally/emotionally demanding?			<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Will work in excess of 12 hours a day including overtime be required?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Will the work schedule prevent full time workers having at least one day off per week (7 day period)			<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Is a stand down of 10 hours or more scheduled between shifts?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Will work be performed in harsh or uncomfortable conditions (e.g. hot, humid or cold)?			<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Will anyone be exposed to hazardous substances/dangerous goods?			<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Is adequate and glare-free lighting provided for all work at night?			<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Are all entrances, exits and car parks well-lit and are appropriate security measures in place for night work?			<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Is first aid equipment and training provided for after-hours staff?			<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Are safety procedures and equipment safeguards adequate to protect tired employees working under night lighting?			<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Can dangerous or critical tasks be rescheduled to the daytime wherever possible?			<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Do continuous periods of work time exceed 5 hours?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Will employees be required to work away from home and sleep in alternative accommodation?			<input checked="" type="checkbox"/>	<input type="checkbox"/>

CONTROL MEASURES	
Risk identified	Control measure
1. Shift work or travel between 2am and 6am	Where possible tasks are rescheduled to daylight hours or outsourced, e.g. Security tasks outsourced to contractors. Restrictions on travel, which is included in work time, are in accordance with EM - Working arrangements policy .
2. Rotating shifts	Rotating shifts are avoided. Preference to roster different people into roles rather than the same people on a number of consecutive day shifts then a number of consecutive night shifts.
3. More than 1 hr of travel	Refer to the EM - Working arrangements policy : Travel is included in the work day – limited to a maximum of 12 hour shifts for maximum of 7 consecutive days including travel. Travel must be approved and monitored by the relevant EM supervisor (refer to the Monitoring location of field personnel guide and the Driving vehicles SWMS).
4. Physically demanding work	Sufficient skilled/qualified personnel (department, other agencies/organisations, contractors) are rostered/engaged to allow sufficient breaks. Refer to EM - Recruiting personnel policy . Operations tasks to have a task risk assessment conducted (in accordance with the Risk management in emergencies guide), a medical plan must be in place and known to the workers, and location of personnel monitored . Operational task procedures/guides address fatigue in risks, e.g. Decontamination of vehicles and equipment .
5. Mentally demanding work	Sufficient skilled/qualified personnel (department, other agencies/organisations, contractors) are rostered/engaged to allow sufficient breaks. Refer to EM - Recruiting personnel policy . Briefings and debriefings include mental/emotional well-being. Personnel have access to counselling and other support. A medical plan must be in place and known to the workers, and location of personnel monitored .
6. Excess of 12 hrs a day including overtime	Work days are limited to a maximum of 12 hours a shift with a minimum of 8 hours between shifts – refer to the EM – Working arrangements policy .
7. One day off per week (7 day period)	Workers can have one day off in a 7 day period, however the policy states the maximum number of consecutive shifts is 7 days (including travel) with minimum 24 hours break after seven days. The seven days includes days already worked in normal duties. Refer to the EM – Working arrangements policy .
8. Stand down of 10 or more hrs between shifts	Stand down between shifts is a minimum of 8 hours in accordance with the Award and the EM – Working arrangements policy .
9. Work in harsh or uncomfortable conditions	See 4 physically demanding work.
10. Exposure to hazardous subs/DGs	Operations tasks to have a task risk assessment conducted (in accordance with the Risk management in emergencies guide). Safety Data Sheets (SDS) are available for all hazardous substances/DGs. Personnel are issued and trained to use appropriate PPE.
11. Adequate and glare-free lighting for work at night	Requirement included in relevant procedures/guides, e.g. Gate establishment and management , Set up of control centres . Operations tasks to have a task risk assessment conducted (in accordance with the Risk management in emergencies guide).
12. Entrances, exits & car parks well-lit with security measures for night work	Requirement included in relevant procedures/guides, e.g. Gate establishment and management , Set up of control centres .
13. First aid equipment and training provided for after-hours staff	First aid officers identified in Personnel management information (WebEOC). First aid requirements to be addressed according to the Emergency procedures for EOCs and field sites guide, which includes a site first aid assessment.

14. Safety procedures & equipment safeguards adequate for working under night lighting	Operations tasks to have a task risk assessment conducted (in accordance with the Risk management in emergencies guide). Procedures and equipment safeguards implemented as required.
15. Dangerous or critical tasks rescheduled to the daytime where possible	Operations tasks to have a task risk assessment conducted (in accordance with the Risk management in emergencies guide).
16. Continuous periods of work time do not exceed 5 hours	Workers are required to take a break every 5 hrs (refer to the EM – Working arrangements policy). Breaks are recorded on the EM worksheet (refer to EM worksheets guide).
17. Work and sleep away from home	Adequate accommodation is provided in accordance with EM Accommodation policy and supporting procedures and processes. Catering and meals are supplied in accordance with the EM Catering and meals policy .
WORK PATTERN (please specify the standard work pattern over a two week period)	
Hrs rostered	This will vary in emergency operations, with a maximum of 12 hour days.
Day or night	Most will be day shifts with the preference for longer days to have 2 overlapping shifts, ie 6am-2pm, 1pm-9pm.
Nominated stand down between shifts (in hours)	10 hours
Nominated stand down period at end of work cycle (in days)	Minimum of 1 day, preferred 2 days
Person nominated to monitor rosters and work schedules	Substantive supervisor of worker (includes emergency and normal work rosters)
AUTHORISED BY: Manager Emergency Operations 19 December 2017	

Retention of the Form

Submit signed form to controller/coordinator for action and record retention.

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