

# Fatigue management plan

## Health & Safety – Form



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	DPI	
Coordinator/controller	Emergency Operations Unit	Location	NSW	
Number of employees involved in activity	1-1000+	Date	2020-2021	
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 type="checkbox"/>	<input checked="" 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 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 less than 10 hours 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 first aid equipment and training provided for after-hours staff?			<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Can dangerous or critical tasks be rescheduled to the daytime wherever possible?			<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Do continuous periods of work time exceed 5 hours?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
14. Will employees be required to work away from home and sleep in alternate accommodation			<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. 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"/>
16. Is adequate and glare-free lighting provided for all work at night?			<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Are safety procedures and equipment safeguards adequate to protect tired employees working under night lighting?			<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 restricted to daylight hours (a maximum of 12 hours) or outsourced, e.g. Security tasks outsourced to contractors. An emergency response roster is required for every response and stipulates shift periods. Travel arrangements are organised and communicated by Logistics. Travel is recorded on the EM worksheets.
2. Rotating shifts	Rotating shifts are avoided (i.e. night then day then night shifts). Preference to roster different people into day or night 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	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 <a href="#">Monitoring location of field personnel guide</a> and the <a href="#">Driving vehicles SWMS</a> ).
4. Physically demanding work	Sufficient skilled/qualified personnel (department, other agencies/organisations, contractors) are rostered/engaged to allow sufficient breaks. Refer to <a href="#">EM – Response and recovery policy</a> . Operations tasks to have a task risk assessment conducted (in accordance with the <a href="#">Risk management in emergencies guide</a> ), a <a href="#">medical plan</a> must be in place and known to the workers, and <a href="#">location of personnel monitored</a> . Operational task procedures/guides address fatigue in risks, e.g. <a href="#">Decontamination of vehicles and equipment</a> .
5. Mentally demanding work	Sufficient skilled/qualified personnel (department, other agencies/organisations, contractors) are rostered/engaged to allow sufficient breaks. Refer to <a href="#">EM – Response and recovery policy</a> . Briefings and debriefings include mental/emotional well-being. Personnel have access to counselling and other support. A <a href="#">medical plan</a> must be in place and known to the workers, and <a href="#">location of personnel monitored</a> .
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.
7. One day off per week (7-day period)	Workers can have one day off in a 7-day period, however the workers may work up to a maximum of 7 days of consecutive shifts (including travel) with minimum 2 days break after seven days. The seven days includes days already worked in normal duties. Preferable number of consecutive shifts is 5 or 6 (including travel) with a minimum of 1-day break. Shorter shift periods are desirable when physically or mentally demanding work is part of the role.
8. Stand down of 10 or more hrs between shifts	Stand down between shifts is a minimum of 8 hours in accordance with the minimum requirement for the relevant Awards. Although 10 hours is preferable and 12 hours is likely due to maximum shift lengths of 12 hours.
9. Work in harsh or uncomfortable conditions	See 4 physically demanding work.
10. Exposure to hazardous substances/DGs	Operations tasks to have a task risk assessment conducted (in accordance with the <a href="#">Risk management in emergencies guide</a> ). Safety Data Sheets (SDS) are available for all hazardous substances/DGs. Personnel are issued and trained to use appropriate PPE. Health monitoring is conducted where relevant e.g. locust chemicals (refer to the <a href="#">Managing locusts in NSW guide</a> ).
11. First aid equipment and training provided for after-hours staff	First aid officers identified in Personnel records information (WebEOC). First aid requirements to be addressed according to the <a href="#">Emergency procedures for EOCs and field sites</a> guide, which includes a site first aid assessment.

12. Dangerous or critical tasks rescheduled to the daytime where possible	Operations tasks to have a task risk assessment conducted (in accordance with the <a href="#">Risk management in emergencies guide</a> ).
13. Continuous periods of work time do not exceed 5 hours	Workers are required to take a break every 5 hours (according to employment awards). Breaks are recorded on the EM worksheet (refer to <a href="#">EM worksheets guide</a> ) and enforced and monitored by response supervisors.
14. Work and sleep away from home	Adequate accommodation and meals are provided in accordance with <a href="#">EM – Response and recovery policy</a> and <a href="#">Logistics emergency response guide</a> .
15. Entrances, exits & car parks well-lit with security measures for night work	Requirement included in relevant procedures/guides, e.g. <a href="#">Gate establishment and management</a> , <a href="#">Set up of control centres</a> .
16. Adequate and glare-free lighting for work at night	Requirement included in relevant procedures/guides, e.g. <a href="#">Gate establishment and management</a> , <a href="#">Set up of control centres</a> . Operations tasks to have a task risk assessment conducted (in accordance with the <a href="#">Risk management in emergencies guide</a> ).
17. Safety procedures & equipment safeguards adequate for working under night lighting	Operations tasks to have a task risk assessment conducted (in accordance with the <a href="#">Risk management in emergencies guide</a> ). Procedures and equipment safeguards implemented as required.

**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. The shift starting and finishing times may vary depending on role and function.	
Day or night	Most will be day shifts with the preference for longer days to have 2 overlapping shifts, i.e. 6am-2pm, 1pm-9pm.	
Nominated stand down between shifts (in hours)		8 hours with preference for 10-12 hours
Nominated stand down period at end of work cycle (in days)		Minimum of 2 days break after 7 rostered days (including travel) Shift periods of less than 7 days require a minimum of a 1-day break
Person nominated to monitor rosters and work schedules		Substantive supervisor of worker (includes emergency and normal work rosters). Emergency response rosters to be monitored by Safety Advisor on behalf of Incident Controller.

**AUTHORISED BY: Manager Emergency Operations 29 September 2020**

**Retention of the Form**

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

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