

## HSE Management System Manual

### FATIGUE MANAGEMENT POLICY – PCHSE-006

#### POLICY

Fatigue can affect a person's health, reduce their performance and productivity and increase the chance of workplace injuries, including motor vehicle accidents. Fatigue results in a steady deterioration in performance, slowed reaction times, reduced attention, memory lapses, lack of awareness, mood swings and poor judgment.

Palmer's Coaches provides a fatigue management framework to ensure that the company, drivers and contractors comply with fatigue regulations and that exposure to fatigue related risk is minimised. Palmer's Coaches will ensure that schedules allow adequate opportunity for recovery sleep between shifts to assist drivers and contractors in managing fatigue.

#### Managing Fatigue Risks:

The Palmer's Coaches fatigue management framework incorporates a variety of fatigue mitigation tools, including driving hours monitoring software and driver/management education and training programs.

#### This framework includes:

- Input from employees, driver representatives and independent professionals;
- Management of risks associated with shift work and long distance driving;
- Management of employer and driver responsibilities to ensure legal compliance;
- Assessments of planned and actual rosters to identify and manage work-related fatigue issues;
- Developing Journey Management Plans to incorporate reasonable travel times and required rest breaks not to apply pressure on any employee or contractor to operate any vehicle while fatigued;
- An audit process to monitor planned and actual rosters to ensure drivers are not in breach of the fatigue legislation;
- Medical assessments of drivers;
- Induction, training and education programs that assist managers, drivers and their families to understand and manage shift work and fatigue related issues;

#### Fatigue may be caused by:

- Inadequate quality sleep each day;
- Driving night or early morning shifts;
- Excessive journey times with inadequate breaks;
- Other factors such as sickness, stress and lack of exercise;

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<b>Approved by:</b>	Palmer's Coaches – General Manager				
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### Responsibility:

Palmer's Coaches and all its employees and sub-contractors have a shared responsibility to mitigate fatigue related performance impairment.

#### As a result of that responsibility:

- Palmer's Coaches will ensure that driver rosters allow adequate breaks within shifts and adequate recovery time between shifts as prescribed in regulations
- Palmer's Coaches will assess directly or indirectly, drivers commencing shifts for fatigue. When evidence of fatigue is noted the driver will be sent home for further rest or assigned to appropriate alternate duties
- Drivers have a duty of care to ensure they obtain adequate sleep between shifts and that out-of-hour activities do not cause fatigue or impair the safe performance of their work duties
- Drivers need to consider napping as a temporary fatigue management tool.

### Napping has been identified as a way of helping drivers manage fatigue Effective Napping

Naps aimed at preventing fatigue developing are more effective than naps taken when a person is already fatigued.

- Naps are taken in the afternoon (if possible)
- Naps should be between 10 and 30 minutes long for maximum benefit
- Allow at least 15 minutes after waking from a nap to fully recover alertness

### Employees are encouraged to take the following actions to reduce fatigue;

- Live a healthy lifestyle by making sensible food and drink choices, having regular medical checks, regular exercise and visiting your doctor if you have sleeping problems (i.e. sleep apnoea or heavy snoring)
- Consider taking a preventative nap prior to any long trip, particularly if driving overnight
- **If you feel fatigue symptoms while driving:**
  - Pull over in a safe location preferably at a service station or rest stop with amenities if you have passengers on board, and turn off the engine;
  - Advise your passengers of a 15 to 30 minute break;
  - Contact your supervisor and advise them that you need to take a break;
  - Do not recommence driving after the break unless you feel refreshed;

**Note; It is recommended you take a break every 2 hours, available stopping area permitting.**

Employees are responsible for reporting concerns about their fatigue levels to management.

**Employees are at no time to put their safety or the safety of others at risk.**

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### Policy review process;

Palmer's Coaches will review this policy every year unless any changes are required or if any issues arise during that period or changes to information supplied.

**Next Policy Review;** 1<sup>st</sup> January 2019 unless otherwise required.

*Rick Palmer*

Rick Palmer  
 Managing Director  
 01/01/2018

*Bruce Adams*

Bruce Adams  
 General Manager  
 01/01/2018

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