

NT Road Transport Fatigue Management Package

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NT Road Transport Fatigue Management Package

Why was the Fatigue Management Package developed?

The NT Road Transport Fatigue Management Package has been developed to assist transport operators to implement management systems which meet occupational health and safety obligations under the Work Health Act in relation to driver fatigue. This package has been developed collaboratively by the Department of Transport & Works, the Department of Industries & Business (Work Health), the Australian Trucking Association NT (ATANT) and tourism industry representatives.

The Northern Territory has been exempted from implementing the National Driving Hours Regulations and has gazetted an occupational health and safety approach to the management of fatigue where operators have an obligation to provide a safe and healthy workplace.

The Territory's remote operating environment is unique in relation to the distances travelled, the remoteness and lack of facilities or services between major population centres, and climatic extremes. This unique environment demands a flexible approach to the management of transport operations.

The NT has chosen to adopt a performance based approach to fatigue management, focussing on safe outcomes, rather than imposing a prescriptive framework which may not fit many transport operations. This package is designed to give some practical guidance to transport operators so that they can implement the Fatigue Management Code of Practice.

Fatigue Management Code of Practice

In 1998 the Northern Territory Road Transport Fatigue Management Code of Practice was adopted under the Work Health Act. This Code was developed collaboratively by the Department of Transport & Works, the Department of Industries & Business (Work Health) and the ATANT, and focuses on safe outcomes as a result of appropriate risk assessment, appropriate rest times, and driver health best practice.

Implementation of the Code is voluntary, however, obligations under the Work Health Act are mandatory. Operators have the onus of proving that their fatigue management system provides the same level of safety as the approach adopted in the Code.

What's in the Fatigue Management Package?

The Fatigue Management Package includes samples of documents and models which can be adapted to suit individual operations. The package includes a copy of the Code of Practice and the following documents:

1. Fatigue Management ... A guide
2. Sample Risk Assessment
3. Sample Driver's Diary
4. Model Fatigue Management Operations Manual
5. Model Owner-Driver Fatigue Management System

1. Fatigue Management ... A guide

This guide breaks a fatigue management system down into parts, and provides operators with a simple method of checking their system to ensure occupational health and safety requirements are met. The guide must be read in conjunction with the Code of Practice.

2. Sample Risk Assessment

The sample risk assessment sheet is based on the guiding principles of the Code of Practice and can be used in the trip planning stage to ensure fatigue is being effectively managed.

The risk assessment should be conducted for each initial regular trip, or a one-off trip. If trips are undertaken following a regular schedule there is no need to undertake a risk assessment for each trip. However, a further risk assessment should be undertaken as part of each review of the fatigue management system, or if operating conditions change, for example, a new driver, or a different driver, is used for a trip, or roads are effected by flooding.

3. Sample Driver's Diary

The success of a management system hinges on accurate record keeping. Operators should maintain accurate records of driver work and rest schedules and the sample driver's diary contained in the package is an example of one method of recording this information. Many operators may already use a different recording system and there is no need to duplicate these records. Operators should use a system which meets their needs. It is recommended in the package that these records be maintained for a period of 5 years.

4. Model Fatigue Management Operations Manual

This document is designed as a model fatigue management system to suit operations which have adopted a quality management approach such as 'TruckSafe'. The manual contains a sample fatigue management policy, forms for the recording of information relating to driver training, medical examinations, and internal review.

5. Model Owner-Driver Fatigue Management System

This model fatigue management system is aimed at smaller owner-driver operations which do not have formal quality management systems in place. The model includes a sample fatigue management policy and uses a straightforward question and answer style to cover other aspects operators need to consider when managing fatigue. The model also incorporates the risk assessment sheet and driver's diary.

How to use this package

The fatigue management guide, sample documents and model systems are produced with the aim of assisting operators to develop systems to meet the needs of their own operations. These documents may be copied or adapted, and are available electronically from the Department of Transport & Works internet page at www.nt.gov.au/dtw.

There is no requirement that operators adopt any of the documents contained in this package. However, operators are required to ensure that whatever systems they have in place meet occupational health and safety obligations in relation to the management of fatigue. If operators currently have records or systems in place which are similar to the sample in this package, they do not need to duplicate or replace these records. For example, many operators may maintain driver's records similar to the sample driver's diary in this package.

Who should use this package?

The package is aimed at transport operators, both smaller owner/driver operators and larger companies employing a number of drivers. The initial package was developed in conjunction with the Australian Trucking Association and was aimed at heavy vehicle freight operations. However, it is intended that the package should be able to be adapted to meet the needs of other sectors of the transport industry, such as the tourist and commercial passenger vehicle sectors. Consultation with the broad range of industry sectors is continuing.

Where to from here?

Whilst the Code is voluntary, failure to manage the issue of fatigue in the road transport industry is a breach of duty of care of the Work Health Act and can incur a fine of \$125,000 for a body corporate or \$25,000 for an individual.

Work Health officers may conduct random audits from time to time to ensure adequate fatigue management systems are in place.

Further information

Further information regarding fatigue management, this package of materials, or the implementation of fatigue management systems should be directed to:

Department of Transport & Works	8924 7905
Department of Industries and Business, Work Health	8999 5127
Australian Trucking Association NT	8941 3177

Documents may be accessed electronically on the Department of Transport & Works internet page:

www.nt.gov.au/dtw

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Fatigue Management

A guide

Introduction

In 1998 a document was produced called the Northern Territory Road Transport Fatigue Management Code of Practice. This document was created to provide operators in the road transport industry with a basic set of guiding principles (refer Section 6.1 of the Code) that should be applied in the management of fatigue in the workplace.

Fatigue Management ... A Guide has been developed to enable operators to periodically audit their own fatigue management systems. This document will help you to ensure that the systems you have put in place are continuing to be effective in reducing the impact of fatigue in the road transport industry.

How to use *Fatigue Management ... A Guide*

Fatigue management systems, like any management systems, can be broken down into component parts, which are:

1. responsibilities
2. training
3. scheduling
4. health assessments
5. vehicle standards
6. review

This guide will help you to ensure your fatigue management system meets the requirements of each of these elements and will ask you questions to enable you to check its effectiveness. Once you have done this you can prepare an action plan to enable you to rectify any problems that you may have identified. This guide must be read in conjunction with the Code.

Some road transport operations may not neatly fit all of the elements contained in the guide. Fatigue management systems should have the flexibility to accommodate aspects of the operation which may be unique to a particular sector of the industry, for example, livestock transport, haulage to remote communities or tourist vehicle and coach operations. Operators must conduct risk assessments to ensure that their drivers are able to accommodate these aspects and are not driving when fatigued.

Why should I use this guide?

Under the Work Health legislation all employers have a duty of care to provide a safe workplace. The road transport industry is no different except that the workplace may be a long haul transport vehicle or a tourist coach.

Employers also have a duty of care to identify the hazards in the workplace, assess the risks and control the risks. In this case the hazard is the effects of fatigue on long distance truck drivers and tourist coach operators. The risk assessment is high and the control is to implement a fatigue management system. To this end employers must have a fatigue management system in place and this document will help you check your compliance with the Code. This in turn will ensure that you are meeting your duty of care.

What will happen if I don't have a fatigue management system in place?

Whilst the Code is voluntary, failure to manage the issue of fatigue in the road transport industry is a breach of duty of care of the Work Health Act and can incur a fine of \$125,000 for a body corporate or \$25,000 for an individual. Compliance with the Code will ensure this doesn't happen and more importantly will make our roads a safer place to be.

1. Responsibilities

With regard to the road transport industry everyone within the industry has a duty of care to ensure that fatigue is being effectively managed, including owner/operators, managers, drivers, schedulers, freight forwarders, consignors, receivers, subcontractor drivers and tourist vehicle and coach operators. The individual responsibilities are listed below except where the company has only one person, the owner, then that person will have responsibility for all the positions listed.

1.1 Owner / Operator / Manager

The owner / operator / manager accepts responsibility for the implementation of the fatigue management policy.

Definitions

Owner / operator - a person/ body who is the registered owner or operator of the vehicle used for the transport of people or freight.

Manager - a person / body that employs people or subcontractors for the transport of people or freight.

1.1.1 Has the manager signed a fatigue management policy?

YES NO

If 'yes', how?

(The policy document should be on public display and widely distributed to all relevant staff and work areas.)

1.1.2 Has the Manager implemented a Fatigue Management system and has any documentation been issued to relevant staff?

(Note: relevant staff would be any one involved in the driving process directly or indirectly eg; managers, drivers, schedulers or administrators)

YES NO

If 'yes', how?

(Should sight the documentation and see that it is distributed to relevant staff and work areas.)

1.2 Schedulers

Schedulers will ensure that consideration is given to the guiding principles of the Code when preparing driver rosters.

Definitions

Scheduler - a person who is responsible for the preparation of driver rosters and trip schedules.

1.2.1 Has the scheduler been advised of the requirement to implement the guiding principles when preparing driver rosters and trip schedules?

YES NO

If 'yes', how?

1.2.2 Does the scheduler undertake risk assessments on a regular basis to ensure rosters and trip schedules comply with the guiding principles?

(Note: Whilst it is not necessary to undertake a risk assessment prior to every trip which follows a routine schedule, an initial risk assessment should be undertaken and further assessments should be conducted as part of the review of the fatigue management system. Risk assessments should be conducted for any trips which involve irregular schedules or factors. Risk assessments should be recorded in writing and maintained for audit/review.)

YES NO

If 'yes', how?

(Should sight risk assessment documentation.)

1.2.3 Does the scheduler maintain a record of drivers' working hours showing the duration of trips, meal and other breaks, and overnight stops, as part of this risk assessment?

YES

NO

If 'yes', how?

(Drivers' records should be available and should be kept for a period of 5 years.)

1.3 Drivers

Drivers will ensure that they present themselves fit for work in accordance with the Code and in particular the following:

- Driver must present in a fit state free from alcohol and drugs;
- Drivers need to be rested prior to starting work and this includes limiting “out of work” activities that could be detrimental to their fitness for work;
- Drivers need to monitor their own performance and take regular periods of rest to avoid continuing work when tired.

(Note: For tourist operations, which are based around passenger itineraries, adequate periods should be allocated as rest breaks for drivers. Drivers should be made aware of times which have been scheduled as rest breaks, and should ensure that these breaks are utilized.)

1.3.1 Have drivers been advised of these requirements?

YES NO

If ‘yes’, how?

(Check if there is anything in writing to confirm that drivers have been informed.)

1.3.2 Do drivers participate in regular risk assessments to ensure compliance with the Code?

YES NO

If ‘yes’, how?

(Check if risk assessment records indicate drivers have been involved.)

1.4 Subcontractor companies / drivers

Subcontractor companies / drivers will ensure that they comply with the Code.

Definitions

Subcontractor companies / drivers - A company or individual that has entered into an agreement with another person or organisation to carry persons or freight on their behalf.

1.4.1 Are subcontractor companies / drivers made aware of their obligations to comply with the Code?

YES NO

If 'yes', how?

(Check if there is anything in writing to verify – for example, contract documentation.)

1.5 Freight forwarders / consignors / receivers / wholesalers

Freight forwarders, consignors, receivers and wholesalers have a duty of care to abide by the Code and must not place unreasonable demands on the transport operator to perform a task contrary to the guiding principles of the Code.

Definitions

Freight forwarder / consignor - a person / body responsible for the commissioning of the carriage of freight.

Receiver - a person / body who pays for and / or takes possession of the freight.

Wholesaler - a person / body responsible for selling of things in large quantities to be retailed by others (including tour wholesalers).

1.5.1 Are freight forwarders / consignors / receivers / wholesalers advised of the need to comply with the Code?

YES

NO

NOT APPLICABLE

If 'yes', how?

(Check if there is anything in writing to confirm that consignors, receivers etc have been informed eg: contract clauses, invoices.)

2. Training

Management needs to ensure that all workers are trained in all aspects of fatigue management and also make available lifestyle information relevant to maintaining good health in this industry.

2.1 Are all staff inducted in the implementation of the fatigue management program?

YES NO

If 'yes', how?

(This could include being given a copy of the code of practice, company policy or fatigue management manual and being explained the contents by a suitably competent person endorsed by management. The staff member once they are sure they are fully conversant with the program should have signed off and dated some form of documentation to verify. This record should be kept for that staff member. Further information regarding training resources can be obtained from the ATANT.)

2.2 Is lifestyle information/counselling available to assist drivers to maintain an appropriate level of health and fitness that is required to do the work safely?

YES NO

If 'yes', how?

(This can be demonstrated by having information available for drivers or by having discussions with drivers organised by management. Ask for evidence of this.)

3. Scheduling

Schedulers must be able to demonstrate that they give due consideration to the guiding principles of the Code when preparing driver rosters and trip schedules. Risk assessments should be done to take the following into consideration.

3.1 Are drivers given time to plan for long shifts?

YES NO

If 'yes', how?

3.2 Are drivers given clear instruction when unfamiliar work (eg; new destinations or carrying different loads) and/or irregular work hours are unavoidable?

YES NO

If 'yes', how?

3.3 Is early morning driving avoided where possible in consideration of increased risk factors between midnight and sunrise?

YES NO

If 'yes', how?

3.4 Is there adequate time allocated for sleep and rest during and following each trip?

YES NO

If 'yes', how?

3.5 Do schedules take into consideration the need for drivers to take rests?

YES NO

If 'yes', how?

3.6 Are drivers returning from leave made aware of the risks of longer working hours?

YES NO

If 'yes', how?

3.7 Do drivers have at least two 24 hour periods of rest in every 14 days?

YES NO

(Note: some extended tours or trips of longer than 14 days will require special arrangements to allow drivers to compensate for an extended work schedule, and should be taken into account in risk assessments.)

If 'yes', how?

3.8 Where midnight to sunrise work exceeds two consecutive nights are provisions made for the driver to recover sleep debt?

YES NO

(Note: it is recognised that some tourist operations are required to conclude after midnight or commence before sunrise. The increased risk from regular late/early shifts should be reflected in risk assessments and accommodated in the driver's schedule.)

If 'yes', how?

(Should sight rosters, driver records and risk assessments for verification of compliance.)

4. Health Assessments

Management should be aware of fatigue indicators (refer Section 5.4 in the Code) and should ensure drivers undertake regular medical assessments.

(Note: The Northern Territory has adopted the NRTC Medical Examinations for Commercial Vehicle Drivers. Commercial passenger vehicle driver licences and the transport of dangerous goods include legislative provisions for health assessments. Whilst it is recommended drivers of other forms of commercial transport undertake regular medical assessments, this is an advisory measure only, and is not required under legislation.)

4.1 Are drivers given pre-employment and / or regular health assessments?

YES NO

If 'yes', how?

5. Vehicle Standards

Management must ensure that all vehicles are provided and maintained in accordance with the appropriate roadworthy standards to ensure the safety of the drivers and the general public is maximised.

5.1 Does the operator follow a maintenance schedule for servicing vehicles?

YES NO

If 'yes', how?

5.2 Are vehicles used for long trips provided with an appropriate sleeper cab or bunk in accordance with the appropriate Australian Standard?

YES NO NOT APPLICABLE

If 'yes', how?

5.3 If not, is other appropriate accommodation provided on long journeys?

YES NO

If 'yes', how?

5.4 Are vehicles used for long haul trips fitted with air conditioning and heating as appropriate?

YES NO

If 'yes', how?

5.5 Are sleeper cabs/bunks fitted with air conditioning?

YES NO

If 'yes', how?

6. Review

Management must ensure that their fatigue management system is reviewed and updated on a regular basis. This will include ensuring that the system is being used as it should.

6.1 Is there a routine audit procedure scheduled to review the fatigue management system to ensure that it is being implemented as it should (eg quarterly or six monthly reviews)?

YES NO

If 'yes', how?

7. Signature

This document can be used for internal self-audit or as part of an external review of your fatigue management system. When the document is completed, a signed and dated copy should be kept on file to demonstrate a review has taken place.

7.1 The document should be signed and dated by the owner/manager or appropriate representative when it is completed.

--

Signature

--

Date

--

Name (print)

--

Position

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Sample Risk Assessment

Introduction

This is an example of a risk assessment that can be undertaken for long trips (eg Alice Springs to Darwin return). It can also be adapted to suit transport operations which involve multiple short trips over a roster period, for example, road work construction or day trip tourist operations. The document can be used as a means of checking that fatigue is being managed in line with the guiding principles of the Northern Territory Road Transport Fatigue Management Code of Practice.

Whilst it is not necessary to undertake a risk assessment for each long trip or roster which follows a routine schedule, an initial risk assessment should be undertaken and then reviewed at regular intervals as part of the normal review process for the fatigue management system. Risk assessments should also be conducted for trips/rosters which involve irregular schedules or factors (eg flood-affected roads, new drivers). Records of risk assessments should be retained for the purpose of reviewing the fatigue management system.

How to use this risk assessment:

1. Fill out sections A to E;
2. Complete the risk assessment sheet in section F.

A - Trip/Roster/Itinerary Details

1. Scheduled start date:
2. Scheduled finish date:
3. Route of trip/itinerary:

B - Transport Task Details

1. Type of freight or operation:
2. Are dangerous goods being transported? YES NO

C - Driver Details

1. Drivers name:
2. Licence details: No.: Class: Expiry:
3. Is a dangerous goods or 'h' endorsed licence required? YES NO
4. Date driver notified of trip/roster/itinerary:

5. List driver's scheduled workload / rest taken two days prior to start of trip/roster:

6. Is the driver is returning from leave? YES NO
- If 'Yes', has the driver been made aware of the increased risks of longer working hours? YES NO

7. List driver's scheduled workload / rest taken two days after trip/roster/itinerary:

8. What rest days has the driver had allocated in the past 14 days?

--

9. Has the driver travelled this route, or undertaken this task, before (recently)? YES NO
- If 'no', what extra instruction has been given?

D - Vehicle Details

1. Is the vehicle maintained to a standard which provides a safe and comfortable working environment? YES NO
2. Is air conditioning fitted? YES NO
3. Is the vehicle fitted with a sleeper bunk or cab? YES NO
- If 'Yes', is the sleeper fitted with separate air conditioning? YES NO

4. If the vehicle has no sleeper, list accommodation to be provided for rest during the trip:

E - Typical Trip/Roster/Itinerary Schedule

Day	Time		Task: Working time / Non-working time / Rest break
	Start	Stop	
Day 1			
Day 2			
Day 3			
Day 4			

This is a sample trip schedule which can be used when conducting risk assessments. Times are flexible depending on the condition of the driver at the time, although many trips will follow a schedule or plan. The aim of using this schedule to plan a routine trip, roster or itinerary is to ensure that sufficient time has been allocated for the trip. If an operator has a similar recording system in place (such as a prepared itinerary), there is no need to duplicate this record. This sample trip schedule does not replace a driver's work record. (See Sample Driver's Diary.)

Day	Time		Task: Working time / Non-working time / Rest break
	Start	Stop	
Day 5			

Day 6			

Day 7			

Day 8			

Day 9			

Day	Time		Task: Working time / Non-working time / Rest break
	Start	Stop	
Day 10			

Day 11			

Day 12			

Day 13			

Day 14			

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F - Risk assessment

In this section, use information recorded in sections A to E to assess the risk of fatigue in line with the guiding principles from the Northern Territory Road Transport Fatigue Management Code of Practice.

No.	Guiding Principle	Satisfactory / Unsatisfactory (S/U)	Comment / Proposed Action
1	Does driver have the appropriate licence? (<i>Check C(1 – 3) Driver Details.</i>)		
2	Are drivers given time to plan for the work schedule? (<i>Check C(4) 'Date driver notified of trip/roster/itinerary' is at least 24 hours before A(1) 'Scheduled start date'.</i>)		
3	Is driver sufficiently rested and fit for work? (<i>Check C(5) for driver's work schedule prior to this trip.</i>)		
4	Are drivers returning from leave made aware of the risks of longer working hours? (<i>Check C(6) for drivers returning from leave.</i>)		
5	Is there adequate time allocated for sleep and rest following each trip? (<i>Check C(7) for the driver's scheduled work and rest after the trip/roster/itinerary.</i>)		
6	Has the driver been allocated at least 2 days off in the last 14 day period? (<i>Check C(8) for allocated rest days.</i>)		
7	Have appropriate rest periods been allocated in the last 14 days? (<i>Check C(5), (7) and (8) to determine rest/work schedule, and ensure adequate periods of rest are planned over 14 day period.</i>)		

No.	Guiding Principle	Satisfactory / Unsatisfactory (S/U)	Comment / Proposed Action
8	Are drivers given clear instruction when unfamiliar work is to be undertaken (eg, new destinations or carrying different loads)? <i>(Check C(9) Has the driver travelled this route, or undertaken this task, before?)</i>		
9	Are minimum vehicle accommodation standards maintained? <i>(Check D Vehicle Details.)</i>		
10	Is early morning driving avoided where possible in consideration of increased risk factors between midnight and sunrise? <i>(Check E Typical Trip Schedule for overnight driving hours.)</i>		
11	Do schedules take into account the need for drivers to take rests? <i>(Check E Typical Trip Schedule.)</i>		
12	Where midnight to sunrise work exceeds two consecutive nights are provisions made for the driver to recover sleep debt? <i>(Check E Typical Trip Schedule for night work against C(7) and (8) for allocated rest.)</i>		

This risk assessment was undertaken by:

Name

Signature

Date

Driver participation: YES NO

Name

Signature

Date

Verified (Manager etc, if applicable):

Name

Signature

Date

Sample Driver's Diary

Introduction

To comply with the guiding principles of the Northern Territory Road Transport Fatigue Management Code of Practice road transport operators must maintain a record of driver rest and work schedules.

The following document is provided as a guide only, and is one method of maintaining driver records. Many operators may already have a similar recording system in place – there is no need to duplicate this record. The diary may be altered to suit specific operations and may include other information necessary for that operation, for example, vehicle maintenance checks.

It is recommended that operators maintain driver records for a period of 5 years.

Sample Driver's Diary

Driver: Start date:

From: To:

2nd Driver? YES NO 2nd driver's name:

Driver signature: Date submitted:

Day/Date	Time		Task: Working time / Non-working time / Rest break
	Start	Stop	
Day 1			
___ / ___ / ___			

Day 2			
___ / ___ / ___			

Day 3			
___ / ___ / ___			

Day 4			
___ / ___ / ___			

Day/Date	Time		Task: Working time / Non-working time / Rest break
	Start	Stop	
Day 5			
___ / ___ / ___			

Day 6			
___ / ___ / ___			

Day 7			
___ / ___ / ___			

Day 8			
___ / ___ / ___			

Day 9			
___ / ___ / ___			

Day/Date	Time		Task: Working time / Non-working time / Rest break
	Start	Stop	
Day 10			
___ / ___ / ___			

Day 11			
___ / ___ / ___			

Day 12			
___ / ___ / ___			

Day 13			
___ / ___ / ___			

Day 14			
___ / ___ / ___			

Model Fatigue Management Operations Manual

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(company name)

OPERATIONS MANUAL

REVISIONS			Document: Revision: 0 Date Issued: Page: 1 of 16
FATIGUE MANAGEMENT			
This document was based on the standard proforma produced by the NT Branch of the Australian Trucking Association in collaboration with the Department of Transport & Works and Work Health.			
Revision	Date	Amendment	Approved
0		First Issue	
Copy No.			
Controlled* <input type="checkbox"/>			
Uncontrolled <input type="checkbox"/>			

*Controlled documents are printed on paper with a pale red watermark. If the watermark is absent or is a colour other than pale red, the document is an uncontrolled copy.

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1. Purpose

.....(company name) aims to provide a safe and healthy working environment and safe systems of work.

This manual outlines the policies and procedures that are used by.....
.....(company name) to comply with the Northern Territory Road Transport Fatigue Management Code of Practice. This manual applies to all persons engaged by or working for(company name).

This manual does not specify prescriptive driving hours.

2. Introduction

2.1 Location

Address:

State	Postcode

Telephone:

()

Fax:

()

Branches are located at:

2.2 Organisational Structure

.....(company name) is an:

(describe type/size of organisation eg. Private company, partnership, owner / driver)

Refer sample organisational chart listed as Appendix 6.7.

3. Related Documents

Northern Territory Road Transport Fatigue Management Code of Practice

4. Definitions

Definitions

Fatigue - a loss of alertness, which eventually ends in sleep. This loss of alertness is accompanied by poor judgement, slower reactions and decreased skill to events such as vehicle control.

5. Methodology

The use of a program of policies, staff induction, training, allocated responsibilities, effective scheduling and review at(company name) will ensure that the issue of fatigue is adequately managed.

5.1 Fatigue Management Policy

Management of(company name) is committed to providing a safe place of work for all employees. This is demonstrated, in part, by the implementation of this fatigue management manual and in particular by the signing of the Fatigue Management Policy. Refer Appendix 6.8.

To ensure compliance with this manual, management will ensure that regular risk assessments are undertaken of work scheduling. For regular or repeated trips, an initial risk assessment will be undertaken and regularly reviewed. A risk assessment will be undertaken for each irregular trip, or trip where some operating factor varies. Refer to Appendix 6.5 Sample Risk Assessment.

In addition, management will ensure that drivers complete records of work schedules and submit these records to schedulers. These records will be retained for a period of 5 years. Refer to Appendix 6.6 Sample Driver's Diary.

5.2 Responsibilities

For the purposes of managing fatigue in the workplace the following responsibilities have been allocated.

5.2.1 Manager/CEO

The Manager/CEO accepts responsibility for the implementation of this fatigue management policy.

5.2.2 Schedulers

Schedulers will ensure that consideration is given to the guiding principles of the Northern Territory Road Transport Fatigue Management Code of Practice when rostering drivers. Refer Section 6.1 'Guiding Principles for Fatigue Management'.

5.2.3 Drivers

Drivers will ensure that they present themselves fit for work in accordance with the Northern Territory Fatigue Management Road Transport Code of Practice and in particular the following:

- Drivers must present in a fit state free from alcohol and drugs;
- Drivers need to be rested prior to starting work;
- Drivers need to monitor their own performance and take regular periods of rest to avoid continuing work when tired.

5.3 Training

.....(company name) is committed to ensuring that all drivers are competent to perform their tasks including:

- Fatigue management and health issues;
- Road rules and relevant legislation.

To achieve this(company name) will ensure that all drivers have an appropriate licence and a record of this will be kept on file for reference using the Driver Register, Medical and Licence Matrix which is attached as Appendix 6.1.

A record of individual driver training and competency will be maintained and a sample form is attached as Appendix 6.2.

5.3.1 Staff Induction

All staff are inducted in the implementation of this fatigue management policy and this will be done within 7 days of starting work. This will include being given a personal copy of this manual and being explained the contents by a member of management. The staff member, once they are sure they are fully conversant with the manual, will sign off and date the Driver Register Medical and Licence Matrix, attached as Appendix 6.1. This record will be kept on file.

5.4 Scheduling

.....(company name) will ensure that all driver rosters are prepared having due regard to the Northern Territory Road Transport Fatigue Management Code of Practice and in particular the following:

- Driver to be given time to plan for long shifts;
- Unfamiliar or irregular work should be avoided;
- Consideration is given to increased risk factors between 1am and 6am;
- Flexible schedules allow drivers to take rests;
- When drivers return from leave, night time driving is minimised until drivers have adapted to long driving hours;
- Rosters are sympathetic to drivers rest habits and individual needs;
- Drivers should have at least two 24-hour periods of rest in every 14 days;
- Drivers need to take at least six hours rest in any twenty four-hour period.

To assist in achieving compliance with the above, a risk assessment will be carried out initially for regular trips, and for each new route/task or when an operating factor varies. Risk assessments for regular trips will be repeated as part of the review of this fatigue management system. Refer Appendix 6.5 Sample Risk Assessment.

In addition, a record of driver's daily work schedules will be completed by drivers and retained by management for a period of 5 years. Refer Appendix 6.6 Sample Driver's Diary.

5.5 Health Assessments

.....(company name) will ensure that drivers are fit and healthy for work by implementing the following:

- Drivers should undergo appropriate medical assessments as required under legislation or by management. For the purposes of fatigue management, this is an advisory practice only, not a legislative requirement.
- Lifestyle information/counselling is available to assist drivers presenting in a fit state and to promote health management.

5.6 Vehicle Standards

.....(company name) will ensure vehicle standards are up to industry best practice standard and meet the general requirements of the Northern Territory Fatigue Management Road Transport Code of Practice and in particular the following:

- Provide vehicles and other accommodation with appropriate facilities for rest. Schedulers must ensure that vehicles used for long haul trips have appropriate sleeping facilities in accordance with Australian Standards or that other appropriate accommodation is provided along the way;

- Provide air conditioned vehicles where possible;
- Provide a working environment that meets Australian Standards for seating and sleeping accommodation;
- Provide appropriate, comfortable sleeper berths in vehicles.

5.7 Internal Review

An internal review is a check that ensures that the system outlined in this manual is operating as planned. A nominated person from(company name) will conduct an internal review of the records in the following manner:

- Initially, quarterly internal reviews are recommended;
- Appropriate records must show process is being followed;
- Sample reports for internal review and non-conformance/corrective action are attached as Appendices 6.3 and 6.4;
- Copies of internal review reports and corrective action taken should be retained on file for a period not less than 5 years.

NOTE: *These reviews are most important. If the need ever arises for the authorities to check your system a record of regular internal reviews and any corrective action will show compliance with your system.*

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Appendix 6.1 – Driver Register, Medical* and Licence Matrix

Name	Licence no., class and expiry date	Other licences eg: D/Goods, F/lift etc.+ Expiry date	Medical and date passed	Next medical due	Driver inducted (signature)

* **Medicals:** Advisory only – no legislative requirement for Fatigue Management purposes.

Appendix 6.3 – Internal Review Report

Company Name:		Date:	
Reviewed By:			
How was review conducted? (by checking documentation, driver diaries completed, vehicle servicing schedules, risk assessments)			
Sign:		Date:	
What was found (list any non-conformance reports)?			
Sign:		Date	
How is it going to be fixed?	By who?	When?	
Sign:		Date	

This report reviewed and approved by:

.....
(Managing Director / Owner)

.....
Date

Appendix 6.4 – Non-Conformance Report (NCR) Corrective Action Report (CAR)

Company Name					Report No.		
TYPE of NCR (Tick)	Review	Driver	OH&S	Safety	Management	Complaint	
Problem /Details of non-conformance: include all necessary details eg: names							
NAME:							
Signature:					Date:		
SHORT TERM FIX: (remedial action) what can be done in the short term to limit or fix the problem?							
Signature:					Date:		
LONG TERM FIX: (preventative action) What long-term action can be taken to stop recurrence of problem?							
Signature:					Date:		
FINALISATION / REVIEW OF LONG TERM FIX: By signing you are verifying that the problem has been fixed and that no further actions are required							
Approved by:				Signature:			Date

Appendix 6.5 – Sample Risk Assessment

Introduction

This is an example of a risk assessment that can be undertaken for long trips (eg Alice Springs to Darwin return). It can also be adapted to suit transport operations which involve multiple short trips over a roster period, for example, road work construction or day trip tourist operations. The document can be used as a means of checking that fatigue is being managed in line with the guiding principles of the Northern Territory Road Transport Fatigue Management Code of Practice.

Whilst it is not necessary to undertake a risk assessment for each long trip or roster which follows a routine schedule, an initial risk assessment should be undertaken and then reviewed at regular intervals as part of the normal review process for the fatigue management system. Risk assessments should also be conducted for trips/rosters which involve irregular schedules or factors (eg flood-affected roads, new drivers).

How to use this risk assessment:

1. Fill out sections A to E;
2. Complete the risk assessment sheet in section F.

A - Trip/Roster/Itinerary Details

1. Scheduled start date:
2. Scheduled finish date:
3. Route of trip/itinerary:

B - Transport Task Details

1. Type of freight or operation:
2. Are dangerous goods being transported? YES NO

C - Driver Details

1. Drivers name:
2. Licence details: No.: Class: Expiry:
3. Is a dangerous goods or 'h' endorsed licence required? YES NO
4. Date driver notified of trip/roster/itinerary:

5. List driver's scheduled workload / rest taken two days prior to start of trip/roster:

6. Is the driver is returning from leave? YES NO
- If 'Yes', has the driver been made aware of the increased risks of longer working hours? YES NO

7. List driver's scheduled workload / rest taken two days after trip/roster/itinerary:

8. What rest days has the driver had allocated in the past 14 days?

9. Has the driver travelled this route, or undertaken this task, before (recently)? YES NO
- If 'no', what extra instruction has been given?

D - Vehicle Details

1. Is the vehicle maintained to a standard which provides a safe and comfortable working environment? YES NO
2. Is air conditioning fitted? YES NO
3. Is the vehicle fitted with a sleeper bunk or cab? YES NO
- If 'Yes', is the sleeper fitted with separate air conditioning? YES NO

4. If the vehicle has no sleeper, list accommodation to be provided for rest during the trip:

E - Typical Trip/Roster/Itinerary Schedule

Day	Time		Task: Working time / Non-working time / Rest break
	Start	Stop	
Day 1			

Day 2			

Day 3			

Day 4			

This is a sample trip schedule which can be used when conducting risk assessments. Times are flexible depending on the condition of the driver at the time, although many trips will follow a schedule or plan. The aim of using this schedule to plan a routine trip, roster or itinerary is to ensure that sufficient time has been allocated for the trip. If an operator has a similar recording system in place (such as a prepared itinerary), there is no need to duplicate this record. This sample trip schedule does not replace a driver's work record. (See Sample Driver's Diary.)

Day	Time		Task: Working time / Non-working time / Rest break
	Start	Stop	
Day 5			

Day 6			

Day 7			

Day 8			

Day 9			

Day	Time		Location/Task
	Start	Stop	
Day 10			

Day 11			

Day 12			

Day 13			

Day 14			

(This page blank.)

F - Risk assessment

In this section, compare information recorded in sections A to E to assess the risk of fatigue in line with the guiding principles from the Northern Territory Road Transport Fatigue Management Code of Practice.

No.	Guiding Principle	Satisfactory / Unsatisfactory (S/U)	Comment / Proposed Action
1	Does driver have the appropriate licence? (<i>Check C(1 – 3) Driver Details.</i>)		
2	Are drivers given time to plan for long shifts? (<i>Check C(4) 'Date driver notified of trip' is at least 24 hours before A(1) 'Scheduled start date'.</i>)		
3	Is driver sufficiently rested and fit for work? (<i>Check C(5) for driver's work schedule prior to this trip.</i>)		
4	Are drivers returning from leave made aware of the risks of longer working hours? (<i>Check C(6) for drivers returning from leave.</i>)		
5	Is there adequate time allocated for sleep and rest following each trip? (<i>Check C(7) for the driver's scheduled work and rest after the trip.</i>)		
6	Has the driver been allocated at least 2 days off in the last 14 day period? (<i>Check C(8) for allocated rest days.</i>)		
7	Have appropriate rest periods been allocated in the last 14 days? (<i>Check C(5), (7) and (8) to determine rest/work schedule, and ensure adequate periods of rest are planned over 14 day period.</i>)		

No.	Guiding Principle	Satisfactory / Unsatisfactory (S/U)	Comment / Proposed Action
8	Are drivers given clear instruction when unfamiliar work is to be undertaken (eg, new destinations or carrying different loads)? <i>(Check C(9) Has the driver travelled this route before?)</i>		
9	Are minimum vehicle accommodation standards maintained? <i>(Check D Vehicle Details.)</i>		
10	Is early morning driving avoided where possible in consideration of increased risk factors between midnight and sunrise? <i>(Check E Typical Trip Schedule for overnight driving hours.)</i>		
11	Do schedules take into account the need for drivers to take rests? <i>(Check E Typical Trip Schedule.)</i>		
12	Where midnight to sunrise work exceeds two consecutive nights are provisions made for the driver to recover sleep debt? <i>(Check E Typical Trip Schedule for night work against C(7) and (8) for allocated rest.)</i>		

This risk assessment was undertaken by:

Driver participation: YES NO

Verified (Manager etc, if applicable):

Name	Signature	Date
Name	Signature	Date
Name	Signature	Date

Appendix 6.6 - Sample Driver's Diary

Driver: Start date:

From: To:

2nd Driver? YES NO 2nd driver's name:

Driver signature: Date submitted:

Day/Date	Time		Task: Working time / Non-working time / Rest break
	Start	Stop	
Day 1 ___ / ___ / ___			

Day 2 ___ / ___ / ___			

Day 3 ___ / ___ / ___			

Day 4 ___ / ___ / ___			

Day/Date	Time		Task: Working time / Non-working time / Rest break
	Start	Stop	
Day 5			
___ / ___ / ___			

Day 6			
___ / ___ / ___			

Day 7			
___ / ___ / ___			

Day 8			
___ / ___ / ___			

Day 9			
___ / ___ / ___			

Day/Date	Time		Task: Working time / Non-working time / Rest break
	Start	Stop	
Day 10			
___ / ___ / ___			

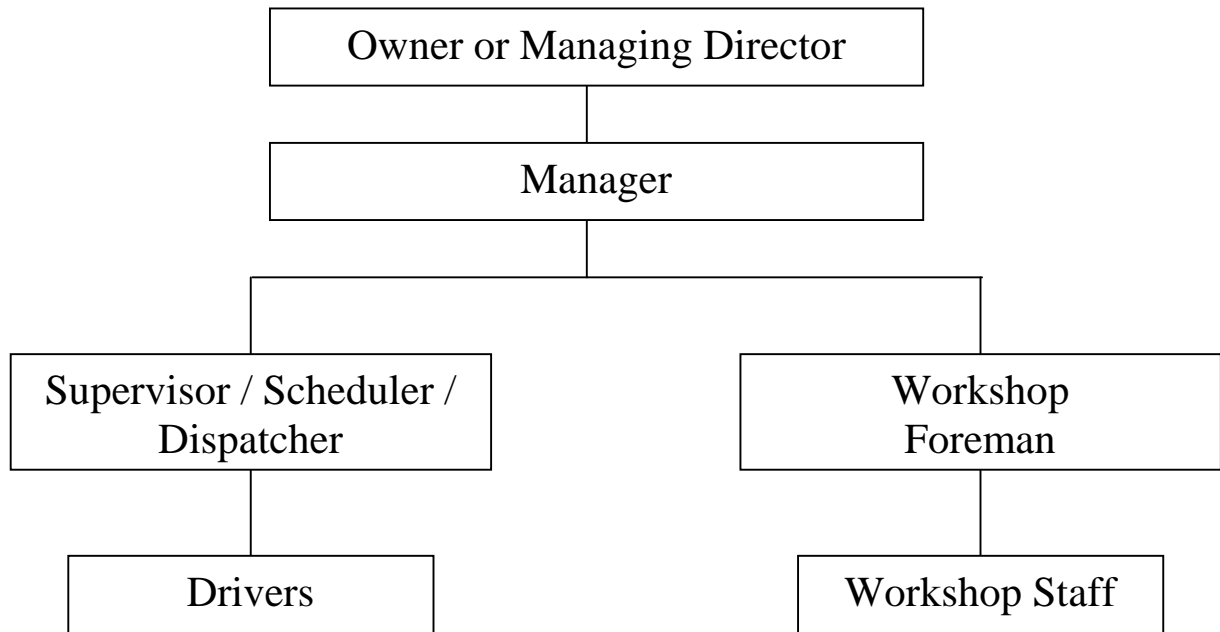
Day 11			
___ / ___ / ___			

Day 12			
___ / ___ / ___			

Day 13			
___ / ___ / ___			

Day 14			
___ / ___ / ___			

Appendix 6.7 – Sample Organisational Chart



Appendix 6.8 – Sample Fatigue Management Policy

I _____ trading as
_____ commit to operate my business
within the guiding principles outlined in the Northern Territory Road Transport Code of
Practice for Fatigue Management.

The guiding principles are incorporated into the normal management functions of the business
and include the following:

- a driver must be in a fit state to undertake the task
- a driver must be fit to complete the task
- a driver must take minimum periods of rest

These principles will be managed through:

- the appropriate planning of work tasks, including driving, vehicle maintenance, loading
and unloading
- regular medical checkups and monitoring of health issues
- providing a working environment that meets Australian standards for seating and sleeping
accommodation
- the provision of appropriate sleeping accommodation
- ongoing training and awareness of driver health and fatigue issues

In addition to these principles I will endeavour to ascertain the cause and take preventative
action for every accident (whether it caused injury or not) that occurs and make changes to
this policy, if need be, to prevent a recurrence.

Signed: _____

Date: _____

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Model Owner-Driver Fatigue Management System

Introduction

This model fatigue management system is meant as a guide to assist owner-drivers to comply with the Northern Territory Road Transport Fatigue Management Code of Practice. The model can be adapted to suit the needs of a small operator.

The importance of maintaining accurate records cannot be overstated it is recommended in the model that records be maintained for a period of 5 years.

This model is produced as part of a package of materials aimed at assisting owner-driver members of the road freight and commercial passenger transport industries meet their Occupational Health & Safety obligations under the Work Health Act.

1. Fatigue Management Policy

I _____ trading as _____ commit to operate my business within the guiding principles outlined in the Northern Territory Road Transport Fatigue Management Code of Practice.

The guiding principles are incorporated into the normal management functions of the business and include the following:

- a driver must be in a fit state to undertake the task
- a driver must be fit to complete the task
- a driver must take minimum periods of rest

These principles will be managed through:

- the appropriate planning of work tasks, including driving, vehicle maintenance, loading and unloading
- regular medical checkups and monitoring of health issues
- providing a working environment that meets Australian standards for seating and sleeping accommodation
- the provision of appropriate sleeping accommodation
- ongoing training and awareness of driver health and fatigue issues

Signed: _____

Date: _____

2. Risk Assessment

To actively implement the guiding principles of the Northern Territory Fatigue Management Road Transport Code of Practice I undertake a risk assessment initially for regular trips/itineraries, regularly as part of a review of fatigue management system, and for one-off trips or trips where operating factors may change (eg flood-affected roads). (*See attached 'Sample risk assessment'.*)

3. Drivers Must Be Fit For the Task

To ensure I am fit for work in accordance with the Northern Territory Fatigue Management Road Transport Code of Practice:

- I am free from alcohol and drugs when driving
- I am rested prior to starting driving, including limiting activities that could be detrimental to my fitness for work
- I monitor my own performance and take regular periods of rest to avoid continuing driving when tired

4. Health Assessments

I undertake regular medical health checks to confirm I do not have any conditions that may impair my driving.

Doctors name:

Date of last medical:

OR (✓) Copy of medical attached

Next medical due on:

I am aware of fatigue indicators (as set out in Section 5.4 of the Code of Practice) and monitor my own health and well-being.

5. Vehicle Standards

My vehicles have a sleeper cab for long distance driving, in accordance with Australian Standards:

YES

NO

OR (if no sleeper cab) I make the following accommodation arrangements:

--	--

Vehicles have air conditioning &/or heating:

YES

NO

Vehicles have seating in accordance with Australian Standards:

YES

NO

6. Training

I have undertaken the following training courses/information sessions, or read the following pamphlets/magazines, to maintain my awareness of fatigue management and driver health and lifestyle issues: (*eg. Healthy Eating on the Road*)

Name of course/session or publication:	Date:

7. Advise Customers of Fatigue Management System

I advise my customers that my business complies with the requirements of the Northern Territory Road Transport Fatigue Management Code of Practice.

For example: I have a stamp which is placed on invoices:

(stamp)

My invoices (etc) are printed with a notice stating I comply with the fatigue management guiding principles (copy attached). (A sample invoice is attached to illustrate this example.)

8. Subcontractor Drivers

If I employ any subcontractor drivers I ensure they are aware of the need to comply with the Northern Territory Fatigue Management Road Transport Code of Practice.

9. Record Keeping

I maintain accurate records to undertake risk assessments and review of my fatigue management system. These records are maintained for a period of 5 years and include (*for example*):

- copies of completed risk assessment sheets;
- medical health checks;
- vehicle maintenance schedules;
- training records;
- work schedules or itineraries;
- a driver's diary (*see attached example driver's diary*).

10. Review

This fatigue management system is reviewed and updated:
(eg. every 6 months/annually).

I plan to review this system on (date):

I maintain a record of the outcomes of each review for a period of 5 years.

Note: The document Fatigue Management ... a guide may be used to conduct a review.

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Sample Risk Assessment

This is an example of a risk assessment that can be undertaken for long trips (eg Alice Springs to Darwin return). It can also be adapted to suit transport operations which involve multiple short trips over a roster period, for example, road work construction or day trip tourist operations. The document can be used as a means of checking that fatigue is being managed in line with the guiding principles of the Northern Territory Road Transport Fatigue Management Code of Practice.

Whilst it is not necessary to undertake a risk assessment for each long trip or roster which follows a routine schedule, an initial risk assessment should be undertaken and then reviewed at regular intervals as part of the normal review process for the fatigue management system. Risk assessments should also be conducted for trips/rosters which involve irregular schedules or factors (eg flood-affected roads, new drivers). Records of risk assessments should be retained for use in the review of the fatigue management system.

How to use this risk assessment:

1. Fill out sections A to E;
2. Complete the risk assessment sheet in section F.

A - Trip/Roster/Itinerary Details

1. Scheduled start date:
2. Scheduled finish date:
3. Route of trip/itinerary:

B - Transport Task Details

1. Type of freight or operation:
2. Are dangerous goods being transported? YES NO

C - Driver Details

1. Drivers name:
2. Licence details: No.: Class: Expiry:
3. Is a dangerous goods or 'h' endorsed licence required? YES NO
4. Date driver notified of trip/roster/itinerary:

5. List driver's scheduled workload / rest taken two days prior to start of trip/roster:

6. Is the driver is returning from leave? YES NO
- If 'Yes', has the driver been made aware of the increased risks of longer working hours? YES NO

7. List driver's scheduled workload / rest taken two days after trip/roster/itinerary:

8. What rest days has the driver had allocated in the past 14 days?

--

9. Has the driver travelled this route, or undertaken this task, before (recently)? YES NO
- If 'no', what extra instruction has been given?

D - Vehicle Details

1. Is the vehicle maintained to a standard which provides a safe and comfortable working environment? YES NO
2. Is air conditioning fitted? YES NO
3. Is the vehicle fitted with a sleeper bunk or cab? YES NO
- If 'Yes', is the sleeper fitted with separate air conditioning? YES NO

4. If the vehicle has no sleeper, list accommodation to be provided for rest during the trip:

E - Typical Trip/Roster/Itinerary Schedule

Day	Time		Task: Working time / Non-working time / Rest break
	Start	Stop	
Day 1			
Day 2			
Day 3			
Day 4			

This is a sample typical trip schedule which can be used when conducting risk assessments. It is recognised that these times are flexible depending on the condition of the driver at the time, although many trips will follow a typical schedule or plan. The aim of using this schedule to plan a routine trip, roster or itinerary is to ensure that sufficient time has been allocated for the trip. If an operator has a similar recording system in place (such as a prepared itinerary), there is no need to duplicate this record. This sample typical trip schedule does not replace a driver's work record. (See Sample Driver's Diary)

Day	Time		Task: Working time / Non-working time / Rest break
	Start	Stop	
Day 5			

Day 6			

Day 7			

Day 8			

Day 9			

Day	Time		Task: Working time / Non-working time / Rest break
	Start	Stop	
Day 10			

Day 11			

Day 12			

Day 13			

Day 14			

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F - Risk assessment

In this section, use information recorded in sections A to E to assess the risk of fatigue in line with the guiding principles from the Northern Territory Road Transport Fatigue Management Code of Practice.

No.	Guiding Principle	Satisfactory / Unsatisfactory (S/U)	Comment / Proposed Action
1	Does driver have the appropriate licence? (<i>Check C(1 – 3) Driver Details.</i>)		
2	Are drivers given time to plan for the work schedule? (<i>Check C(4) 'Date driver notified of trip/roster/itinerary' is at least 24 hours before A(1) 'Scheduled start date'.</i>)		
3	Is driver sufficiently rested and fit for work? (<i>Check C(5) for driver's work schedule prior to this trip.</i>)		
4	Are drivers returning from leave made aware of the risks of longer working hours? (<i>Check C(6) for drivers returning from leave.</i>)		
5	Is there adequate time allocated for sleep and rest following each trip? (<i>Check C(7) for the driver's scheduled work and rest after the trip/roster/itinerary.</i>)		
6	Has the driver been allocated at least 2 days off in the last 14 day period? (<i>Check C(8) for allocated rest days.</i>)		
7	Have appropriate rest periods been allocated in the last 14 days? (<i>Check C(5), (7) and (8) to determine rest/work schedule, and ensure adequate periods of rest are planned over 14 day period.</i>)		

No.	Guiding Principle	Satisfactory / Unsatisfactory (S/U)	Comment / Proposed Action
8	Are drivers given clear instruction when unfamiliar work is to be undertaken (eg, new destinations or carrying different loads)? <i>(Check C(9) Has the driver travelled this route, or undertaken this task, before?)</i>		
9	Are minimum vehicle accommodation standards maintained? <i>(Check D Vehicle Details.)</i>		
10	Is early morning driving avoided where possible in consideration of increased risk factors between midnight and sunrise? <i>(Check E Typical Trip Schedule for overnight driving hours.)</i>		
11	Do schedules take into account the need for drivers to take rests? <i>(Check E Typical Trip Schedule.)</i>		
12	Where midnight to sunrise work exceeds two consecutive nights are provisions made for the driver to recover sleep debt? <i>(Check E Typical Trip Schedule for night work against C(7) and (8) for allocated rest.)</i>		

This risk assessment was undertaken by:

Name

Signature

Date

Driver participation: YES NO

Name

Signature

Date

Verified (Manager etc, if applicable):

Name

Signature

Date

Sample Driver's Diary

Driver: Start date:

From: To:

2nd Driver? YES NO 2nd driver's name:

Driver signature: Date submitted:

Day/Date	Time		Task: Working time / Non-working time / Rest break
	Start	Stop	
Day 1			
___ / ___ / ___			

Day 2			
___ / ___ / ___			

Day 3			
___ / ___ / ___			

Day 4			
___ / ___ / ___			

Day/Date	Time		Task: Working time / Non-working time / Rest break
	Start	Stop	
Day 5 ___ / ___ / ___			

Day 6 ___ / ___ / ___			

Day 7 ___ / ___ / ___			

Day 8 ___ / ___ / ___			

Day 9 ___ / ___ / ___			

Day/Date	Time		Task: Working time / Non-working time / Rest break
	Start	Stop	
Day 10			
___ / ___ / ___			

Day 11			
___ / ___ / ___			

Day 12			
___ / ___ / ___			

Day 13			
___ / ___ / ___			

Day 14			
___ / ___ / ___			

Sample Document

This sample document illustrates one way in which customers can be advised that operators have a fatigue management system in place. A stamp could also be made and printed on customer documentation.

INVOICE NO: 0000

XXX Transport Pty Ltd

268 North Stuart Highway
Alice Springs NT 0870

Ph: (08) 8912 3456

Fax: (08) 8978 9123

Date: / /

To:

For:

Amount: \$.....

Terms of payment ... etc

