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Western Australian Heavy Vehicle Accreditation

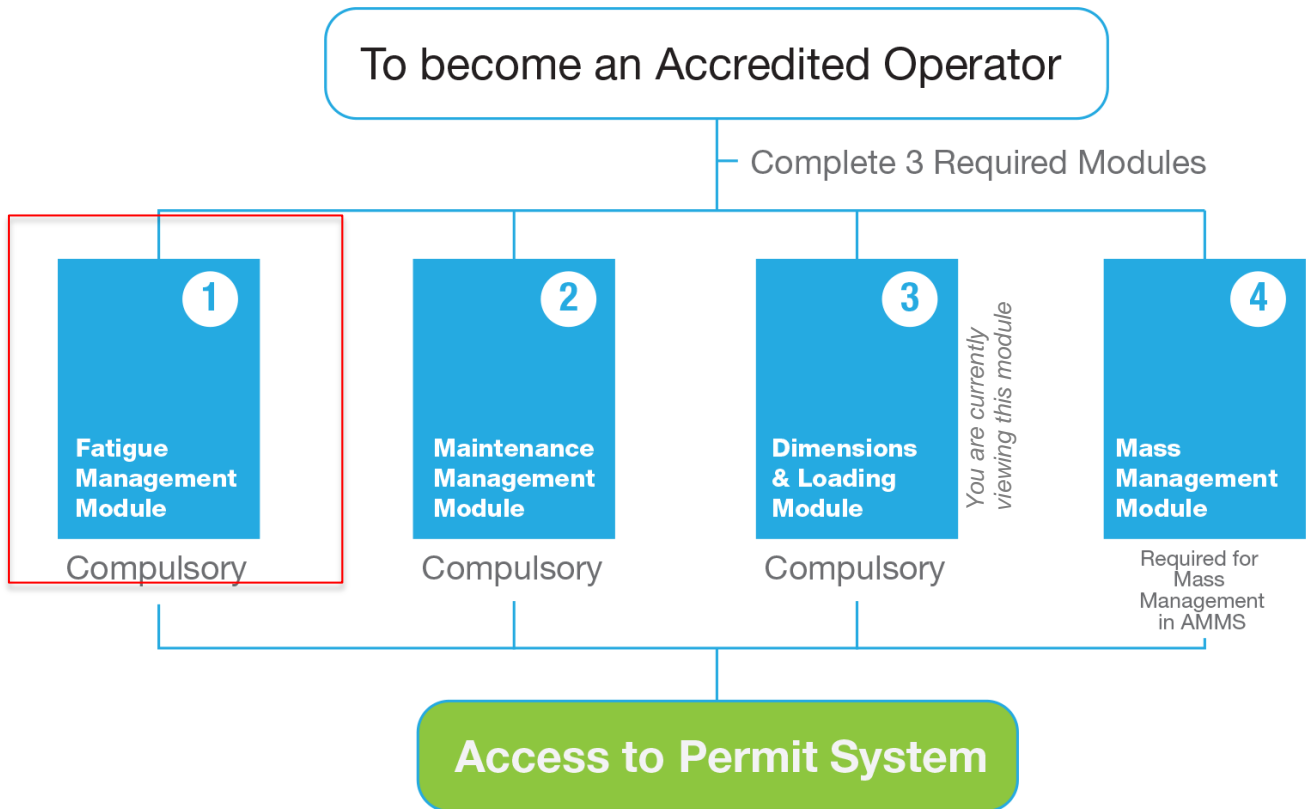
Fatigue Management Module Standards

SEPTEMBER 2016

September 2016

This document is to be read in conjunction with the
“Guidelines for Audit Providers” and the “WA Heavy Vehicle Accreditation Business Rules”.

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1 FATIGUE MANAGEMENT MODULE STANDARDS

This document details the requirements of the Fatigue Management Module Standards. It details what an operator must do in order to qualify for and maintain accreditation. It also explains where to find other important information about the process. The audit is to be conducted in accordance with the requirements of this document and the Western Australian Heavy Vehicle Accreditation Business Rules.

The Fatigue Management Module Standards are based on the requirements for fatigue management for commercial vehicle drivers in the Western Australian *Occupational Safety and Health Regulations 1996 (WAOSH)*. Operators should refer to the Regulations and the Code of Practice “Fatigue Management for Commercial Vehicle Drivers” (COPCVD) in regard to the requirements and standards they should have in place. The objective of the accreditation standards is to assist transport operators to better manage driver fatigue.

The WAOSH require all “responsible persons” (i.e. transport operators) managing commercial vehicle drivers to have in place a Fatigue Management Plan that covers the following areas:

- Scheduling trips;
- Rostering drivers;
- Establishing drivers fitness for work;
- The education of drivers in fatigue management;
- Managing incidents on or relating to commercial vehicles; and
- Establishing and maintaining appropriate workplace conditions.

The Fatigue Management Module Standards require operators to have in place a system to manage this plan, that is, a Fatigue Management System, where the outcomes are:

- To provide assurance to authorities that there is a system that demonstrates fatigue is being managed;
- To place responsibility on an operator for achieving and maintaining the required operating performance standards; and
- To place responsibility on an operator to demonstrate that compliance has been achieved and consistently maintained.

A Fatigue Management System details the required documentation of policies, procedures and operational records associated with a Fatigue Management Plan and provides practical evidence that a system is in place and is actively working to manage driver fatigue. The process also allows the effectiveness of the system to be measured.

It is the responsibility of the accredited operator to decide how they are going to prove adherence to these standards. The important thing is that they document and record the method they use and explain how it works. This will be their Fatigue Management System. To stay accredited, the operator needs to have documents and records that prove their method works. The operator must also be able to prove their written procedures are always followed.

Performance Standards have been developed to ensure that everyone achieves the same minimum level standard of compliance. The operator’s Fatigue Management System must comply with these standards.

2 OPERATING STANDARDS

Operating standards are detailed in the WAOSH and are also detailed in the COPCVD, which must be used when planning trip schedules and driver rosters to manage fatigue. The COPCVD also provides examples of a trip and how it can be scheduled. The standards offer flexibility in hours of work to reflect the geography of Western Australia and the distances between towns.

STANDARD 1: SCHEDULING

Standard: A Fatigue Management System must ensure that drivers are not required to drive unreasonable distances in insufficient time and without sufficient notice and adequate rest. Scheduling must include fatigue management measures, where practicable and appropriate pre-trip or forward planning to minimise fatigue. Scheduling practices must not put the delivery of a load before a driver's safety or health.

Criteria: An operator's Fatigue Management System must ensure that:

- 1.1. The scheduling of trips is in accordance with the requirements of the WAOSH for commercial vehicle drivers.
- 1.2. Drivers do not operate outside the approved "commercial vehicle operating standard" requirements.
- 1.3. If a driver on a set run is continually exceeding the working hours as set out in the Regulations then the schedule must be changed, it is not practicable to allow the driver to continually exceed the allowable hours.
- 1.4. Company operating procedures provide drivers with flexibility to effectively manage unforeseen circumstances that require changes to schedules.
- 1.5. Necessary documentation, including trip sheets and rosters, are produced to demonstrate that this standard is complied with.
- 1.6. The same scheduling practices apply to all drivers, including casual, relief, labour hire and subcontracted drivers.

STANDARD 2: ROSTERING

Standard: A Fatigue Management System must ensure that rosters and workload meet the commercial vehicle operating standard requirements of the WAOSH for commercial vehicle drivers. This will maximise the opportunity for a driver to recover from the effects or onset of fatigue.

Criteria: An operator's Fatigue Management System must:

- 2.1 Ensure that all drivers work time is in accordance with the WAOSH for commercial vehicle drivers.
- 2.2 Have written instructions that identify the requirements that must be complied with when preparing rosters.
- 2.3 Have documentation and instructions including trip sheets, rosters and schedules that demonstrate that this standard is complied with.
- 2.4 Have a system in place that identifies how the trip sheets are checked to ensure:
 - Commercial vehicle drivers are complying with the regulations; and
 - The accuracy of the information provided on the sheets (see WorkSafe WA Safety Alert 01/09).
- 2.5 Have a procedure in place to ensure that a breach, if detected, does not continue (what action is to be taken in regard to the breach, i.e. retraining etc).

STANDARD 3: FITNESS FOR WORK

Standard: A Fatigue Management System must include requirements to ensure drivers present themselves in a fit state to safely perform their duties.

Criteria: An operator's Fatigue Management System must:

- 3.1. Include a written policy relating to fitness for work, specifically referring to drugs and alcohol, which contains a statement that "drivers must present themselves for duty unimpaired by fatigue, alcohol or drugs."
- 3.2. Contain in this policy a statement that fitness for work will be diligently supervised as far as is practicable.
- 3.3. Include in the policy any action that can be taken in regard to breaches of the policy.
- 3.4. Detail and manage control measures for the recovery and treatment of fatigue.
- 3.5. Require that all drivers have a medical assessment in accordance with the requirements of the WAOSH for commercial vehicle drivers.
- 3.6. Have a system for monitoring their driver's medical assessments and ensuring they are current.

STANDARD 4: TRAINING AND EDUCATION

Standard: A Fatigue Management System must ensure that all persons associated with the management of fatigue have the appropriate knowledge and skills to undertake their required tasks and therefore practise effective fatigue management.

Criteria: An operator's Fatigue Management System must:

- 4.1 Document what training in relation to Western Australian fatigue management is required for anyone associated with the management, supervision or driving of commercial vehicles, including anyone associated with rostering, scheduling and the checking of trip records. As a minimum, this should be the WA WorkSafe on line assessment or equivalent Fatigue Management Training that includes a section on the Western Australian commercial vehicle driver hours of work. All training is to include a test of knowledge with a pass requirement.
- 4.2 Document and record the training that has been undertaken in relation to Western Australian fatigue management by anyone associated with the management, supervision or driving of commercial vehicles, including anyone associated with rostering, scheduling and checking trip records.
- 4.3 Document and record what training in the operator's Fatigue Management System's policies and practices is given to all new drivers, contractors or employees as part of their induction process.
- 4.4 Require the regular review of training and detail this process, the staff responsible for it and its frequency.
- 4.5 Ensure that all managers, supervisors and drivers are provided with information of the Fatigue Management System, including any revisions.
- 4.6 Ensure that a system is in place to ensure the accuracy of schedules, rosters and trip records.

STANDARD 5: MANAGEMENT OF ACCIDENTS AND INCIDENTS

Standard: A Fatigue Management System must ensure comprehensive and thorough reporting of all accidents and incidents at work, including an internal review of this process.

Criteria: An operator's Fatigue Management System must:

- 5.1 Have a written policy for the reporting and recording of accidents and incidents.
- 5.2 Have procedures to be followed for the reporting and recording of accidents and incidents (document should include the accident or incident, who was involved, what vehicle type or combination was involved, where did it occur, when and what were the circumstances).
- 5.3 Have documentation that demonstrates what investigation was carried out and record any follow up and remedial action that was taken for all accidents and incidents reported

STANDARD 6: WORKPLACE CONDITIONS

Standard: A Fatigue Management System must ensure that operator's workplaces comply with the requirements of the Occupational Safety and Health Act and the relevant Australian Design Rules.

Criteria: An operator's Fatigue Management System must:

- 6.1 Ensure that policies and procedures exist that ensure the working environment assists in the prevention of fatigue. The must include, where applicable, specific provisions relating to driver seating, driver sleeping facilities, depot facilities and air conditioning of driver cabs.
- 6.2 If drivers are required, as part of their duties, to sleep in a vehicle when away from their home location (this includes two up operations) then the vehicle they are sleeping in must conform to the requirements of ADR 42.

STANDARD 7. DOCUMENTATION RECORDS

Standard: A Fatigue Management System must contain sufficient documented evidence for an auditor to determine that all standards have been complied with.

Criteria: An operator's Fatigue Management System must:

- 7.1 Have written documentation recording all policies and procedures required under these standards.
- 7.2 Ensure that all required records are legible and identifiable to the vehicle, driver and trip involved.
- 7.3 Ensure that all commercial vehicle drivers maintain a trip record for all trips (as a minimum trip records must record – work time, breaks from driving and non-work time).
- 7.4 The record must be current, which should mean up until the last non-work period. The driver should complete the record as the trip progresses with breaks noted as they occur (see COPCVD).
- 7.5 Ensure all policies and procedures are available to all relevant staff and at all locations where operations related to fatigue management are undertaken.
- 7.6 Require that all elements of the Fatigue Management System are maintained and updated and the responsibility for this task is documented.
- 7.7 Require that all documents be kept for a minimum of three years. This includes superseded procedures.
- 7.8 The following documented evidence must be retained as a minimum:
 - Documentation that records all trips;
 - Start and finish times (trip sheets) for trips with details of any alterations;
 - Scheduling of trips;
 - Rosters (including name of driver and expected start and finish times);
 - Confidential personnel records, including evidence of driver's medical assessments (only the portion that the Doctor has signed that the driver is fit to drive – do not require all of the medical) and records of training undertaken; and
 - Documents detailing any reportable accidents or incidents.

STANDARD 8. RESPONSIBILITIES

Standard: A Fatigue Management System must ensure that the authorities, responsibilities and duties of all positions involved in the management, operation, administration, participation and verification are current, clearly defined and documented. Drivers, managers and schedulers must understand their responsibility in relation to the hazards and risks and how these hazards and risks may be managed and controlled.

Criteria: An operator's Fatigue Management System must:

- 8.1 Identify the tasks in the Fatigue Management System and who is responsible for carrying out each task, including who is responsible for ensuring the Fatigue Management System is being maintained and adhered to.
- 8.2 Ensure that the people assigned to each listed task are appropriate for that task.
- 8.3 Ensure that all of the relevant staff know how to access the written record of what their responsibilities are

STANDARD 9. INTERNAL REVIEW

Standard: A Fatigue Management System must be subject to annual internal review to verify that all results and activities comply with the system's policies, procedures and instructions.

Description: An internal review of the Fatigue Management System is a regular look at the system against the standards to see that it complies. An effective review will identify problem areas in the basic requirements, show failures to comply with procedures, and identify non-compliances that should be addressed as soon as possible.

Criteria: An operator's Fatigue Management System must:

- 9.1 Include procedures for carrying out annual internal reviews that cover:
 - When the reviews are to take place;
 - Who is to conduct them;
 - How the reviews are to be conducted; and
 - The checklists of documents to be used for the review.
- 9.2 Require the internal review be carried out by a person who is not involved in the operation of the procedures being reviewed, where practical.
- 9.3 Have written procedures for ensuring all non-conformances identified at any time during the year, including during regular compliance reporting, are corrected and for identifying the people who are to be responsible for taking action so instances of non-conformance are not repeated.

The procedures for handling non-conformances must include:

- How non-conformances can be detected;
- Who is responsible for detecting them;
- Who else should be told about them;
- The corrective action to be taken;
- Timeframes for reporting identified non-conformances; and
- How the responsible person is to document the process so the non-conformance does not recur.

Evidence of non-conformances and the action taken to correct them must be retained. This is done in the form of a non-conformance register.

- 9.4 Have written procedures for allocating to specific staff the responsibility for ensuring that all non-conformances are addressed and not repeated.
- 9.5 Require the production of a quarterly compliance report, and detail the form of this report

DEFINITIONS

General

Accreditation

This has the meaning as defined in the Road Traffic (Vehicle Standards) Regulations 2002.

Fatigue Management System

An operator's procedures, for ensuring they comply with the Fatigue Management Module Standards.

Internal Review

A review arranged by an operator to ensure they continue to comply with the standards. Internal reviews must be conducted annually and corrective action taken if necessary. An internal review should be conducted before a compliance audit.

Fatigue Specific

The terms below have the meaning as defined in the *Occupational Safety and Health Act 1984*, and the supporting *Occupational Safety and Health Regulations 1996*:

Commercial Vehicle

Any motor vehicle with a GVM over 4.5 tonnes, within the meanings of those terms in the *Road Traffic (Vehicle Standards) Regulations 2002* used or intended to be used for the carriage of goods for hire or reward.

Commercial Vehicle Driver

Means a person who drives a commercial vehicle in the course of work and whose work time:

- (a) Is more than 60 hours per week;
- (b) For more than once per week – is more than 10 hours in any 24 hour period; or
- (c) For more than once per week – includes the period from midnight to 5 am

FURTHER ENQUIRIES

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