



Module 5:

Workplace procedures and practices to manage fatigue - Drivers/Operators



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Learning objectives

At the end of 'Module 5: Workplace procedures and practices to manage fatigue – Drivers/Operators' you will be able to:

1

Use tools, checklists and planners to prevent fatigue

2

Assess the impact of changes in rosters on your fitness for duty



3

Identify ways to stay alert in the short term

4

Complete hazard observation/incident report forms

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Fatigue management tools and procedures

There are a number of tools, checklists, planners and procedures that can assist with the management of fatigue.

Covered in this module are:

- Fitness for duty checklist and declaration
- Daily work and rest hours planner
- Continuous rest hours planner
- Driver work diary
- Timeslot reschedule checklist
- Hazard observation report form
- Incident report form



The **sample** tools provided in this training course are designed to be used for **guidance**, and may be **customised** to suit your needs.



Fitness for duty checklist and declaration



Ensure that each driver or operator is in a **fit state** to perform their duty



Present for work in a fit state, well rested and free of drugs and alcohol

Drivers and operators may be required to undertake regular **medical examinations** to confirm fitness for duty.



Fitness for duty checklist and declaration

- Assess your state of health
- Confirm you are in a fit state to start work
- Opportunity to discuss preparation and scheduling concerns
- Make necessary adjustments
- Prompt to help in preparing for the next period of work



[Sample fitness for duty checklist and declaration](#)

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Work and rest hours - Reference and planners

A number of reference tables and planners have been designed to help guide both schedulers and drivers, to ensure the correct work and rest hours are being followed.

Standard Hours	BFM Hours	AFM Hours	Purpose/Instructions
 Standard hours reference table	 BFM hours reference table	 AFM hours reference table	Look up the minimum rest times and maximum work times
 Work and rest hours planner (Solo drivers)	 Work and rest hours planner (Solo drivers)		Determine when minimum rest breaks must be taken. Find your start time, look across the row to check the latest time that breaks should be taken.
 Continuous rest hours planner (Solo drivers)	 Continuous rest hours planner (Solo drivers)		Used to ensure the correct rest hours are scheduled over any 7 day period. Follow the instructions included on the planner. Refer to the legislation for more information.



Driver Work Diary

Used to keep a record of a driver's work and rest times, as evidence of compliance with the legislation.



If you are driving a:

- heavy vehicle with a GVM over 12 tonnes
- truck and trailer combination of greater than 12 tonnes GVM
- bus with more than 12 seats (including the driver's).

Must be used if:

- driving in excess of 100km from your base
- operating under the BFM or AFM options
- driving under a work/rest hours exemption

Must continue to use the work diary:

- if you travel in Western Australia or the Northern Territory for less than 7 days



You must **carry a copy** of the BFM or AFM **accreditation** or the work/rest hours **exemption** at all times.



Written work diaries are available from your **state road transport authority** and electronic work diaries must be approved by the authority.





How to complete your work diary

Follow these tips and instructions for **completing your work diary** correctly.

- ✔ Complete all entries using a **blue** or **black** ballpoint pen
- ✔ Check your entries appear on the **duplicate** sheets
- ✔ Write **clearly** to make sure your entries are able to be understood by another person
- ✔ Complete **one** daily sheet for the full **24 hours** of each work day

You will need to start a **new daily sheet** if you change work options during the day





How to complete your work diary

DUPLICATE **NATIONAL DRIVER WORK DIARY DAILY SHEET** WORK DIARY NO. _____

DRIVER IDENTIFICATION

Driver's Name: **Ryan Smith** Date: **19/02/2014** Day of the Week: **S M X W T F S** Driver: Standard Standard Bus Time of daily check (if required): _____
 Licence No: **58471235** Number Plate: **DQ5874** Time Zone: state/territory (Driver Base): **QLD** BFM AFM
 Exemption hours (for this 24 hr period only)

Number Plate Change and Comments (optional) (e.g. delays, authorised officer notes)	9am road works, 15 min detour												
	Odometer Reading												
Name of Place at Work and Rest Change (e.g. rest area, truck stop, suburb or town)													

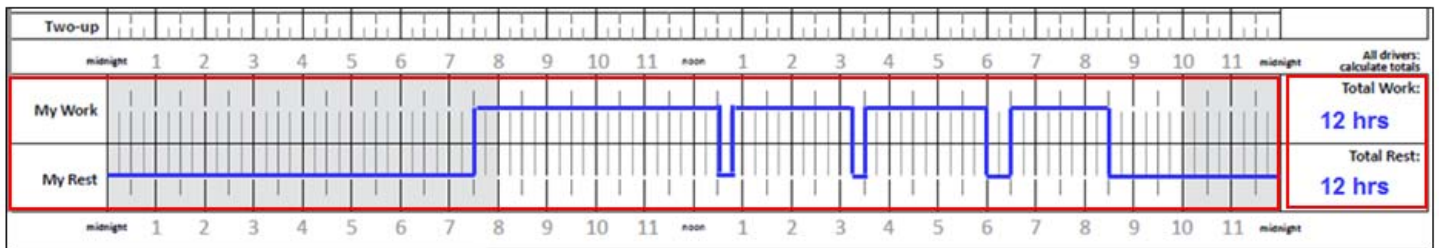
DO NOT DRIVE IF YOU ARE IMPAIRED BY FATIGUE

Space for you to calculate your work and rest hours (optional)



How to complete your work diary

Broken into 15 and 30 minute blocks and provide space for you to indicate your work and rest hours, by drawing a line



<p>Driver Signature:</p> <p>To the best of my knowledge and belief the information I have recorded on this daily sheet is true and correct</p> <p><i>Ryan Smith</i></p> <p>YOU MUST SIGN THIS SHEET BEFORE STARTING A NEW DAILY SHEET</p>	<p>TWO-UP DRIVER'S IDENTIFICATION</p> <p>Two-up Driver's Name: <input type="text"/></p> <p>Two-up Driver's Licence No: <input type="text"/></p> <p>Two-up Driver's Work Diary & Page No: <input type="text"/></p> <p>Two-up Driver's Licence issued: ACT NSW NT QLD SA TAS VIC WA</p> <p>Two-up Driver: <input type="checkbox"/> Standard <input type="checkbox"/> BFM <input type="checkbox"/> AFM <input type="checkbox"/> Exemption hours</p> <p>Two-up Driver's Signature: <input type="text"/></p>
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[Sample driver work diary daily sheet](#)



Cancelling a daily sheet

If corrections result in the work diary daily sheet becoming confusing or illegible, you should **cancel** the daily sheet

Duplicate NATIONAL DRIVER WORK DIARY DAILY SHEET WORK DIARY NO.

DRIVER IDENTIFICATION

Driver's Name: **Ryan Smith** Date: **19/02/2014** Day of the Week: **S M X W T F S** Driver: Standard Standard Bus Time of daily check (if required):

License No: **58471235** Number Plate: **DG5874** Time Zone: **ACT NSW NT QD SA TAS VIC WA** APM AMM Example hours for the 24 hr period only

DETAILS OF ACTIVITIES FOR THIS DAY

Number Plate Change and Comments (optional) (e.g. street, address, other notes): **Sam road works, 15 min detour**

Odometer Reading: **26,185 km** **26,185 km** **26,323 km** **26,541 km** **26,773 km**

Name of Place or Work and Road Change (e.g. motorway, road no, suburb or town): **Greenhalgh** **Greenhalgh** **Greenhalgh** **Marbleborough** **Blackey**

Time-up: **06:58:02** **06:58:02**

My Work: **13.5 hrs**

My Rest: **12 hrs**

CANCELLED

TWO UP DRIVERS IDENTIFICATION

Two-up Driver's Name: Two-up Driver's License No: Two-up Driver: Standard AMM Example hours

Two-up Driver's Work Diary & Page No: Two-up Driver's License Issued: Two-up Driver's Signature:

Driver Signature: **Ryan Smith**

YOU MUST SIGN THIS SHEET BEFORE STARTING A NEW DAILY SHEET

All correct information that was or should have been recorded on the cancelled page should be written on the **next** daily sheet





Work diary record keeping

Each daily sheet of your work diary has an **original** and **two duplicate copies**.

ORIGINAL

DUPLICATE

DUPLICATE

The **original** is to remain in **your** work diary.

One copy is to be provided to your **employer**:

- as soon as possible
- no later than 21 days after the date shown on the daily sheet.

The **second copy** is to remain in **your** work diary, **unless**:

- you work for **more than one employer** within the 24 hour period, in which case a copy is provided to each employer
- an **authorised officer** removes a copy for law enforcement purposes.





Base, record location and accreditation number

Base, record location and accreditation number

All drivers must complete this sheet

Date	Address of base	Date	Address where records are kept	Date	Accreditation number: (if applicable)

- The place that you normally work from
- If you have 2 or more employers you may have a **different base** for each employer
- Always record the most **current base** and write the **date** when you start working for the different employer
- The place where your work diary sheets and other work records are kept
- If you are working under **BFM** or **AFM**, record the relevant **accreditation** number
- If you are working under **standard** hours or **exemption** hours you should **not** record anything

Work diaries and daily sheets **must be kept for 3 years** for audit purposes either in your own possession if you are self-employed, or by your employer.

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Keeping and producing your Driver Work Diary



Keeping your work diary

- ✔ Work and rest hours must only be recorded in a **single** diary (including electronic diaries)
- ✔ If you switch from a written to an electronic diary, or vice versa, you will need to **carry** records for the previous **28 day period**
- ✔ Your work diary, showing records of work and rest times for the last 28 day period, is to be **kept in the vehicle**

Producing your work diary

- ✔ Produce your work diary if you are stopped by a **police officer** or **authorised officer** for an inspection
- ✔ The officer may remove a **duplicate** of each daily sheet from the work diary
- ✔ If you are stopped for more than **5 minutes**, you may request that the officer **note** this in your work diary





Lost, stolen, destroyed or completed work diaries

If your work diary is **lost, stolen** or **destroyed** you must **notify** the NHVR within **2 business days**

You must use a **supplementary** record

Only use a supplementary record for a maximum of **7 business days**

Keep a copy in the vehicle for 28 days and give a copy to your record keeper within 21 days

If you locate your lost or stolen work diary within 2 business days and you have **not** already notified the NHVR:

- Keep using your work diary on the next work day
- Keep the supplementary records in your work diary

If you locate your work diary **after** you've been **issued a new diary**, you must immediately:

- Cancel any unused daily sheets in the old work diary by writing CANCELLED across each
- Notify and surrender the recovered diary

The NHVR (or road transport agency) will check that the daily sheets have been cancelled in the recovered work diary and will then return it to you



[Work diary supplementary record](#)

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Penalties for false records

All records kept in your work diary **must be accurate**.

Severe penalties apply for:

- recording false or misleading details
- keeping multiple written work diaries (not including completed diaries)
- maintaining records for the same period in multiple work diaries
- knowingly making changes to records that are accurate
- fabricating entries in a work diary
- making unauthorised notes or entries in a work diary that is not your own
- damaging or destroying records prior to their destruction date
- tampering with or causing corruption to an electronic work diary



If you suspect the vehicle odometer or electronic work diary is faulty, **report** this **to your supervisor** as soon as possible.





Timeslot reschedule checklist

Timeslot scheduling arrangements need to provide **sufficient flexibility** to allow for potential **delays** and **disruptions**.

Procedures and contingency plans need to be in place to manage the situation in a **timely** manner.



Re-scheduling timeslots

- Schedules allow for traffic, road works, maintenance or other unforeseen delays
- Communication channels are established and accessible
- Training in rescheduling procedures is provided
- Drivers have the option to contact relevant parties to reschedule timeslots
- Timeslot changes are communicated to all relevant parties in a timely manner



[Timeslot reschedule checklist - Drivers](#)





Roster changes and their impact on fitness for duty

Changes to rosters can **impact** on the fatigue of a driver, who has made preparations based on the **original** roster.

In some cases, it may be necessary to assess a driver's **fitness for duty**, prior to finalising roster changes.



Remember, if you are a driver or operator, and have **concerns** about your schedule, changes to a roster, or your fitness for duty, talk to your **employer** or **supervisor** as soon as possible.





Staying alert in the short term

The policies, procedures and practices within your organisation are in place to **minimise driver fatigue**.

Start to notice signs of fatigue



Unable to stop for **proper rest** immediately



Need to remain alert for a **short time**



Reach a **safe** location to rest

Measures you can take to manage your fatigue in the **short term**:

- Drink coffee, tea or a caffeine drink
- Have a 10-20 minute nap
- Take a break, walk briskly, stretch or check the vehicle
- **Drink enough water**, at least 2 litres a day
 - Your sense of thirst is reduced and your body prevents dehydration by slowing your system down, so you may need to drink 3 to 4 litres
- Keep air **temperature cool**
- Have **good ventilation**
- Regularly take long, slow, deep **breaths**
- Listen to talkback radio or chat with other night shift colleagues on the CB radio



Remember, these are **short term** measures only. Getting **proper rest** is the **only way** to **recover** from the effects of fatigue.





Reporting hazards and incidents

Reporting **hazards** and **incidents** is an important part of your role as a driver, not only as a requirement of your job but also because you are in a position to contribute to **improving** work processes and practices that **decrease fatigue risks** for all staff.

Click each image for more information about reporting hazards and incidents.



Hazard



Incident



Notifiable incident



Reporting hazards and incidents

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Click each image for more information about reporting hazards and incidents.



Hazard ✓



Incident ✓



Notifiable incident ✓

- Any situation where you have had **cause for concern**
- **Report** hazards that you observe that affect a colleague
- Information that you provide may contribute to a change that does **prevent an incident**
- If you are **unsure** about whether something should be reported as a hazard or not, talk with your **supervisor** or **Work Health and Safety Representative**

Hazard observation report forms

- Date, time and location of the hazard
- Description of the observed hazard
- Action to be taken as a result of the reported hazard
- Completed by the Work Health and Safety Representative



[Sample Hazard Observation Report Form](#)





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Click each image for more information about reporting hazards and incidents.



- An **injury, illness** or 'near-miss'
- Details should be recorded on an **incident report form**
 - Work health and safety purposes
 - Workers compensation reporting
 - As part of continuous improvement processes



Incident report forms

- Date, time and incident location
- Persons involved and witness details
- Incident description
- Details of injuries or illnesses
- First aid applied or other action taken



[Sample Incident Report Form](#)





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Click each image for more information about reporting hazards and incidents.



Must be reported under the **Work Health and Safety Act**.

- Death of a person
- Serious injury or illness
- Dangerous incident
- Site of the incident must be preserved for inspection
- Investigation conducted to help to prevent similar future occurrences
- Refer to your Work Health and Safety Representative for more information









Summary

Congratulations! You have now completed Module 5: Workplace procedures and practices to manage fatigue – Drivers/Operators.

You should now be able to:

-  Use tools, checklists and planners, to prevent fatigue
-  Assess the impact of changes in rosters on your fitness for duty
-  Identify ways to stay alert in the short term
-  Complete hazard observation and incident report forms



You can now return to the home page and move on to the next module which will look at workplace procedures and practices specifically relating to schedulers.

