

[Insert Business name and logo]

FATIGUE MANAGEMENT POLICY

PURPOSE

This policy outlines [insert business name] expectations and requirements in relation to managing the risks of fatigue at work. Under this policy, 'fatigue' includes:

- Feeling sleepy, physically or mentally tired, weary or drowsy
- Feeling exhausted or lacking energy

OUR COMMITMENT

[Insert business name] will ensure our business practices, including contracts and agreements, do not require or encourage drivers to:

- exceed regulated driving hours
- fail to meet the minimum rest requirements
- drive while impaired by fatigue.

[Insert business name] will also:

- ensure, so far as is reasonably practicable, that the parties in our supply chain do not require or encourage drivers to breach regulated work and rest hours [refer to business Chain of Responsibility Policy]
- assess driver fitness for duty and ensure drivers' work and rest times are monitored and accurately recorded
- provide training and instruction to drivers on fatigue management
- review delivery times and plan routes to take into account traffic conditions, required rest breaks and available rest stops to minimise fatigue, and
- consult drivers about their schedules and work requirements.

If drivers report fatigue or show signs of fatigue, then [Insert business name] will ensure the driver does not resume driving until they have taken the necessary rest break and been assessed as fit for work.

DRIVER'S RESPONSIBILITIES

- Drivers must not drive if they are feeling tired or drowsy. Typical signs of fatigue while driving include:
 - Constant yawning
 - Frequent blinking and trouble keeping eyes open
 - Drifting between lanes or off the road, not noticing signs, missing an exit, missing gear changes, braking too late
 - Poor concentration, daydreaming
 - Inability to remember driving the last few kilometres
 - Irritability
- Drivers must complete a fitness for duty assessment before commencing work

- Drivers must comply with the regulated work and rest hours
- Drivers must complete a work diary in accordance with the Heavy Vehicle National Law
- Drivers must keep the work diary in their possession while driving and provide these records to **[insert name of responsible person in your business]** (the record keeper)
- Drivers who cannot meet their delivery schedule or are having any other problems affecting fatigue must immediately report the issue to **[insert name of responsible person in your business]**
- Drivers are encouraged to make lifestyle choices that minimise the risks of fatigue – this includes a proper balanced diet, drinking enough water, limiting alcohol and drug use (zero tolerance whilst at work), having sufficient good quality sleep and regular medical checks.

WORK AND REST HOURS

[Insert business name] operates under **[standard work and rest hours, BFM or AFM]**

[If operating under BFM, insert details of how you comply with the six BFM standards]

[If operating under AFM, insert details of how you comply with the 10 AFM standards]

Standard work and rest hours summary

Time	Work	Rest
In any period of:	A driver must not work for more than a maximum of:	And have at least a minimum rest break of:
5.5 hours	5.25 hours	15 continuous minutes
8 hours	7.5 hours	30 minutes in blocks of 15 continuous minutes
11 hours	10 hours	60 minutes in blocks of 15 continuous minutes
24 hours	12 hours	7 continuous hours stationary rest time ¹
7 days	72 hours	24 hours continuous stationary rest time
14 days	144 hours	2 night rest breaks ² and 2 night rest breaks taken on consecutive days

¹ Stationary rest time is the time a driver spends out of a regulated heavy vehicle or in an approved sleeper berth of a stationary regulated heavy vehicle.

² Night rest breaks are 7 continuous hours stationary rest time taken between the hours of 10pm on a day and 8am on the next day (using the time zone base of the driver) or a 24 continuous hours stationary rest break

LEGAL REQUIREMENTS

This policy is underpinned by the requirements in the following laws:

- **Heavy Vehicle National Law (HVNL)** – drivers and parties in the chain of responsibility have duties in relation to managing the risks of fatigue in relation to driving a heavy vehicle

- **Work Health and Safety Laws** – employers and business owners must ensure, so far as is reasonably practicable, that workers and other persons are not exposed to health and safety risks arising from the business. Workers also have duties to take reasonable care for their own health and safety and that of other persons.

A breach of these laws is an offence. Any action taken by a regulator is separate to any action that **[Insert business name]** may take against you if you fail to comply with these laws or this policy.

FAILING TO COMPLY WITH THIS POLICY

[Insert business name] may take disciplinary action for breaches of this policy, including:

- Further training in relation to the requirements of this policy
- Suspension, including suspension without payment
- Termination of your employment or contract.

The disciplinary action will be based on the circumstances of the breach and the seriousness of the misconduct.

Policy review date: __ / __ / _____