



**ALLPRO**<sup>®</sup>  
ECO-FRIENDLY SOLUTIONS

# FATIGUE MANAGEMENT PLAN

VERSION 2: 2020

A DIVISION OF THE MICHALIS GROUP PTY LTD  
ABN: 65 099 601 788

NSW OFFICE: Unit 3/7 Ayrshire Cr, Sandgate NSW 2304  
QLD OFFICE: 19 Dooley St, Rockhampton QLD 4701  
PHONE: +61 2 4968 2000 / 1300 135 694  
EMAIL: [sales@all-pro.com.au](mailto:sales@all-pro.com.au)  
WEBSITE: [www.all-pro.com.au](http://www.all-pro.com.au)



**SMP Number:** 011

**Version:** 2

**Reviewed:** 2020

**Drafted By:** STEVEN ROBINSON

**Approved By MD:** IAN BARKLEY

**Responsible Person:** DARREN MANN

**Scheduled Review Date:** FEBRUARY 2022

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## **Preamble**

This Fatigue Management Plan (FMP) complies with the outcome of consultative processes between Management and Employees of All-Pro.

The focus of this document is health and safety of our workers and others in respect of fatigue within our places of work both internal and external.

## **Definition**

Fatigue is more than feeling Drowsy. In a work context, fatigue is mental and/or physical exhaustion that reduces your ability to perform your work safely and effectively.

It can occur because of prolonged mental or physical activity, sleep loss and/or disruption of the internal body clock.

Fatigue can be caused by factors which may or may not be work related, non-work related or a combination of both and can accumulate over time.

**Reference:** Safe Work Australia <https://www.safeworkaustralia.gov.au/fatigue>

## **Scope**

The FMP outlines the minimum requirements to be applied at our workplace by all employees and visitors whilst at the workplace or carrying out activities on behalf of (or when representing) All-Pro.

## **Purpose**

Pursuant to legislative compliance All-Pro has an obligation to minimise risk due to fatigue of workers, contractors and visitors at our workplace or whilst carrying out activities on behalf of (or when representing) All-Pro. Where the effects of fatigue and/or the nature of the work being performed induces fatigue causing impairment to a person's health and safety, All-Pro will ensure that appropriate and reasonable management action is taken.

## **Objective**

The objective of the FMP is to provide appropriate knowledge, skills and tools for the safe management of fatigue in our workplace designed to:

- Maintain a safe and healthy work environment;
- Minimise the risk to Workers, Contractors, Visitors and the public;
- Act as a minimum standard;
- Encourage persons affected by work and non-related fatigue to seek assistance;
- Enable the appropriate people to perform their role and responsibilities whilst maintaining the privacy and confidentiality of people participating in fatigue management; and
- Educate and provide greater understanding of the effects of fatigue to workers, contractors and visitors.

### **Shared Responsibilities**

The management of fatigue is a shared responsibility between All-Pro and our workers, contractors and visitors to our place of work.

All-Pro is responsible for providing a safe system of work, which includes;

- The development, implementation and management of work hours, inclusive of overtime, call-outs, travel, breaks between shifts and recovery times;
- Training and education on fatigue management;
- Establishing a safe work environment and safe work practices.

All personnel are responsible for maintaining their fitness for work by:

- Actively managing time away from work to induce adequate recovery and sleep between rostered shifts and ensure that report for work fit for duty for the scheduled duration of their rostered shift. Should an individual report for work and is not fit for duty, it is their responsibility to notify their manager. Should an individual not notify their manager that they are unfit for work, the manager shall interpret this as the individual is fit for work;
- Monitoring any personal factors, inclusive of medical conditions and medications, that may impact their fitness for work.

## **Fatigue Checklist**

This checklist provides guidance to assist in identifying risks of fatigue but is not an exhaustive list of risk factors. If the answer is yes to any of the questions, fatigue risks may need to be further assessed and control measures implemented.

<b>Mental &amp; Physical Work Demands</b>	
Does anyone carry out work for long periods which is physically demanding? (for example, tasks which are especially tiring and repetitive such as bricklaying, process work, moving bags of cement, felling trees)	Yes/No
Does anyone carry out work for long periods which is mentally demanding? (for example, work requiring vigilance, work requiring continuous concentration and minimal stimulation, work performed under pressure, work to tight deadlines, emergency call outs, interacting/dealing with the public)	Yes/No
<b>Work Scheduling &amp; Planning</b>	
Does anyone consistently work or travel between midnight and 6am?	Yes/No
Does the work schedule prevent workers having at least one full day off per week?	Yes/No
Does the roster make it difficult for workers to consistently have at least two consecutive nights sleep per week?	Yes/No
Do work practices include on-call work, call-backs or sleepovers?	Yes/No
Does the roster differ from the hours actually worked?	Yes/No
Does the work roster include rotating shifts?	Yes/No
Does anyone have to travel more than one hour to get to their job?	Yes/No
<b>Work Time</b>	
Does anyone work in excess of 12 hours regularly (including overtime)?	Yes/No
Does anyone have less than 10 hours break between each shift? (for example, split shifts, quick shift changeovers)	Yes/No
Is work performed at low body clock times (between 2 am and 6 am)?	Yes/No
<b>Environmental Conditions</b>	
Is work carried out in harsh or uncomfortable conditions? (for example, hot, humid or cold temperatures)	Yes/No
Does anyone work with plant or machinery that vibrates?	Yes/No
Is anyone working with hazardous chemicals?	Yes/No
Is anyone consistently exposed to loud noise?	Yes/No