

Fatigue Management at ACU

A guideline to help address and combat Fatigue at ACU.

Date of Issue: 22nd March 2024
Safety and Wellbeing

Contents

1. What and who is this guideline for?	3
2. Scope	4
3. Definitions.....	5
4. Facts about Fatigue.....	6
4.1. What causes Fatigue?	6
4.1.1 Work-related causes of fatigue:	6
4.1.2 Non-work related causes of Fatigue	6
4.2 Why is Fatigue a problem?	7
4.3 Signs of fatigue	7
4.4 Risks associated with Fatigue	8
4.4.1 Signs of fatigue	8
4.4.2 Body Clock.....	8
4.4.3 Job Demands.....	8
4.4.4 Sleep	8
4.4.5 Environmental Conditions	8
4.4.6 Non-work related Factors.....	8
5. Risk Management Framework	9
5.1 Identify the Hazards	9
5.2 Assess the Risk	10
5.3 Decide on Controls	10
5.4 Implementing the Controls	11
5.5 Evaluating the Controls.....	11
6. Risk Management Approach.....	12
7. Implement Effective Control Measures	13
8. Directions by Supervisors and Management	14
9. How you can manage risks associated with Fatigue	15
9.1 Sleep	15
9.2 Driving	15
9.3 Micro Sleep	16
9.4 Diet.....	16
9.5 Water.....	16
9.6 Exercise	17
9.7 Alcohol	17
9.8 Medication.....	17
Appendix A – Self-Assessment Tool	18
Appendix B - Manager/Supervisor Assessment Tool	20
Appendix C – Fatigue Management Checklist	23

1. What and who is this guideline for?

This guideline is designed as a blueprint for ACU workers and supervisors on how to effectively manage fatigue risks in the workplace. We do this to ensure our compliance with WHS and OHS legislation.

These guidelines:

- Apply to all ACU workers and supervisors
- Establish clear principles to be applied when considering Fatigue
- Provides advice to ACU workers in managing work related and non-work-related risks of fatigue.
- Provide legislative and ACU responsibilities in identifying and managing the risks of fatigue
- Provide tools for ACU workers and supervisors to identify and manage the risks of fatigue

ACU is committed to the health and safety of all workers. ACU has responsibilities to ensure mechanisms to combat fatigue are managed, designed and implemented.

ACU has responsibilities under WHS legislation to minimise, so far as is reasonably practicable, risks to the health and safety of its Workers arising from work-related fatigue. In meeting this obligation ACU is committed to supporting the workers in managing their risks of fatigue.

We each have a responsibility to manage our work health and safety, and the health and safety of others and this includes taking action to individually manage fatigue and our readiness for work.

These guidelines, systems and tools provide ACU workers and supervisors with practical information and strategies to assist them in managing fatigue to ensure that it does not contribute to health and safety risks in the workplace. We want to ensure that all workers are not only in prime condition at work but also to be a healthy version of themselves outside of work and to return home safely.

2. Scope

The Guidelines will assist workers and managers in developing and implementing a fatigue management plan which will contain strategies to effectively control the risks of fatigue. The Guidelines demonstrate and record that reasonable steps are taken to ensure appropriate resources and processes minimise, as far as is reasonably practicable, the health and safety risks arising from work related fatigue.

These Guidelines focus on:

- Understanding the associated factors of fatigue, identifying symptoms of fatigue and why it can become a hazard in the workplace.
- Understanding the roles and responsibilities as outlined in the Work Health and Safety legislation about identifying and managing risks associated with fatigue.
- How to identify, assess, control, monitor and review risks of fatigue for work-related and non-work-related tasks and activities.
- provide managers, supervisors and workers with tools to manage the risks related to fatigue
- How to create and implement a fatigue management plan

3. Definitions

Workers	A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking. This includes employees, contractors, subcontractors, students and volunteers.
Managers	A Manager includes Directors, Managers and Supervisors.
Workplace	A workplace is where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.
Incident	A safety specific occurrence that results in loss or harm, including the injury or death of a person.
Risk	A calculation of consequence (potential loss) and likelihood (frequency) of a potential incident.
Fatigue	Fatigue is a state of impairment that is more than feeling tired or drowsy. Fatigue can include physical and or mental impairment that reduces alertness and ability to perform work safely and effectively.
Physical Fatigue	Physical fatigue is the inability of a muscle to maintain optimal physical performance. Muscle fatigue during physical activity is gradual, and depends on your level of physical fitness, and other factors including sleep deprivation and overall health.
Mental Fatigue	Mental fatigue is a decrease in maximal cognitive performance resulting from prolonged periods of cognitive activity. Mental fatigue is gradual, and depends on your cognitive ability, and other factors, including sleep deprivation and overall health. Mental fatigue can decrease physical performance.

4. Facts about Fatigue

4.1. WHAT CAUSES FATIGUE?

Fatigue arises from being awake for long periods without adequate sleep

Fatigue is caused by numerous things including lack of sleep and exercise, and unhealthy lifestyle. Fatigue results from insufficient rest and sleep between activities, unhealthy eating, a lack of regular exercise and nature and conditions of work.

4.1.1 WORK-RELATED CAUSES OF FATIGUE:

- the time of day that work takes place
- the length of time spent at work
- the type of work and environment the work is carried out
- aspects of the tasks being undertaken or greater workload
- roster design (e.g. casual AskACU, ACU Active officers etc)
- additional hours worked (planned and unplanned)

4.1.2 NON-WORK RELATED CAUSES OF FATIGUE

- sleep disruption
- sleep disorders
- health or sickness
- unhealthy use of alcohol, prescription or over-the-counter medications or illegal drugs
- stress associated with financial difficulties or domestic responsibilities
- the quantity and quality of rest obtained before and after work
- activities outside work, such as family commitments or secondary employment
- education commitments
- social activities
- commuting times

4.2 WHY IS FATIGUE A PROBLEM?

Fatigue increases the risk of incidents and long-term health issues. Fatigue increases the risk of incidents because of tiredness and lack of alertness. When you are fatigued you are more likely to have poor concentration or exercise poor judgment and react slower to situations.

Fatigue can adversely affect safety in the workplace particularly when:

- driving vehicles
- undertaking critical tasks that require a high level of concentration
- undertaking night or shift work when you would ordinarily be sleeping.

Fatigue may also result in long-term health problems, such as;

- digestive problems
- stress
- high blood pressure
- harmful drug and alcohol use
- heart disease
- depression
- anxiety
- lower fertility

4.3 SIGNS OF FATIGUE

The following signs or symptoms may indicate you are fatigued:

- excessive yawning or falling asleep at work
- reduced capacity to engage in effective interpersonal communication
- impaired decision-making and judgment
- reduced hand-eye coordination or slow reflexes
- other changes in behaviour such as repeatedly arriving late for work
- increased rates of unplanned absence
- feeling drowsy
- headaches
- dizziness
- difficulty concentrating
- blurred vision or impaired visual perception

4.4 RISKS ASSOCIATED WITH FATIGUE

4.4.1 SIGNS OF FATIGUE

The first step in the risk management process is for all workers to identify all possible factors which could contribute to and increase the risk of fatigue. The major factors contributing to and increasing the risk of fatigue involve:

- roster patterns
- environmental conditions
- job demands
- non work related factors
- sleep

4.4.2 BODY CLOCK

Every person has a 'body clock' that programs us to sleep at night and stay awake during the day. The body clock is the body's natural rhythm repeated every 24 hours. It regulates functions including sleep patterns, body temperature, hormone levels and digestion. There is no way to completely reverse your body clock. However, there are ways in which you can partially adjust your body clock to reduce the impact of working when your body is saying 'sleep' if you are a regular night shift worker.

Some strategies are:

- exposure to daylight before and after night work
- avoiding a main meal during the night
- having a nap before night work

4.4.3 JOB DEMANDS

Concentrating for extended periods or performing repetitious or continued physical effort can increase the risk of fatigue. You can be mentally and physically fatigued at the same time. Work that is reactive and performed under high pressure may also increase the risk of fatigue.

4.4.4 SLEEP

Losing two hours of sleep a night for four days or nights will make you as tired as losing one whole night of sleep.

Your brain can only recover with sleep, preferably a deep undisturbed sleep taken in a single continuous period. An adult generally requires seven to eight hours of sleep daily.

If you get less sleep than you need in a day, you build up a sleep debt. This accumulates until you get enough sleep to overcome the sleep debt. It may take several days to recover from sleep debt. Sleep debt is common with night shift workers who often experience difficulty getting enough sleep during the day.

Sleep disruption is the most common problem for shift workers and an associated factor of fatigue. A person's sleep cycle is often about two hours shorter after working a night shift. Losing two hours of sleep a night for four days or nights will make you as tired as losing one whole night of sleep and can result in fatigue.

4.4.5 ENVIRONMENTAL CONDITIONS

Working in harsh and uncomfortable conditions can contribute to fatigue. Exposure to excessive heat or cold, vibration or noisy workplaces can increase the rate at which you tire and impair performance.

4.4.6 NON-WORK RELATED FACTORS

Factors occurring outside of work may also contribute to fatigue. Your lifestyle, family responsibilities, health, other work commitments and commuting time may all increase the risk of fatigue.

5. Risk Management Framework

The Risk Management Framework is a five-step process:

1. Identify hazards
2. Assess the risks
3. Decide on control measures
4. Implement the control measures
5. Monitor and review the effectiveness of control measures



5.1 IDENTIFY THE HAZARDS

Hazard identification involves identifying the activities that may pose a risk

ACU employees should report any foreseeable circumstances presenting a hazard, whether they are work-related or non-work-related via riskware or their nominated supervisor. Managers and Supervisors need to identify practices and procedures that may cause a foreseeable fatigue hazard. Methods to identify factors which may contribute to or increase the risk of fatigue can include:

- consultation with Workers
- examine work practices
- examine Worker records
- review workplace incident data
- review People and Capability data

ACU must consult with Workers who carry out work for business or undertaking who are or are likely to be, directly affected by a matter relating to health and safety. This includes giving workers a reasonable opportunity to provide input about health and safety at their workplace. A process of consultation should underpin the Risk Assessment and Risk Management Plan.

The risk assessment and risk management plan should, as far as is reasonably practicable, be developed and implemented in a consultative, participative manner, involving all affected workers throughout the process and in decision-making about the outcomes.

Consultation should involve Workers, HSRs, Managers, Supervisors and WHS Campus Committees with a focus on the impact of workloads and work schedules.

The consultation processes should be consistent with agreed local workplace safety arrangements and where relevant should include a WHS committee, a WHS representative or a combination of both as outlined in the *WHS Committee procedure*.

Examine work practices

Examine work practices and systems of work. Consider the impact of work hours, the pace of work and rest breaks, and the type of work culture that may include longer working hours such as 'on call' requirements.

Review workplace incident data

Review workplace incident data on riskware including incidents travelling to and from work and consider:

- the likelihood that fatigue contributed to the incident
- the time of day the incident occurred
- how long had the worker involved been working and consider start times and number of hours worked

Review Human Resource Data

As part of the fatigue management process, a review of human resource data such as rates of unplanned sick leave, planned leave, staff turnover, overtime and workers compensation claims can be made by a nominated supervisor. Data on this information is contained in Staff Connect and Riskware. Those with an injury or illness or pregnant may be at greater risk of becoming fatigued.

The checklist in Appendix A can be used to assist in identifying factors in the workplace that increase the risk of fatigue.

5.2 ASSESS THE RISK

Risk assessment describes the process of evaluating the extent of the risk arising from exposure to the hazard.

Risk assessments consider two aspects - assessing the likelihood of the risk occurring and assessing the severity of the outcome if the risk occurs.

A risk assessment can assist in finding out:

- who, where, and how many workers are likely to be at risk of becoming fatigued
- how often fatigue is likely to occur
- the level of harm which may result from fatigue
- whether existing control measures are effective
- what action should be taken to control the risk of fatigue
- how urgently action to control the risks needs to be taken

When assessing risk, contributors to fatigue should not be considered in isolation. Job demands, hours of work and environmental conditions and non work-related factors may all increase the risk of fatigue in the workplace.

5.3 DECIDE ON CONTROLS

Risk control is the process of addressing the risk by eliminating or minimising its effect.

Risks that arise from hazards must, as far as is reasonably practicable, be eliminated or minimised. Factors contributing to the risk of fatigue are often interrelated. Incorporating several control measures specific to work, can help minimise more than one contributor of fatigue.

There are a variety of controls that can be used to address work readiness. Each department and unit should develop its control measures to prevent or minimise the risk of fatigue. They could include:

Roster Patterns

When planning work patterns, consideration must be given to the implementation of specific control measures. These may include:

- adhering to relevant policies and procedures
- allocating tasks where possible at the beginning of the day and the middle of the day and decreasing towards the end
- preparing work schedules ahead of time and avoiding as many as possible last minute changes to allow workers to plan rest time
- aligning start and finish times with the availability of public transport where possible
- ensure ACU Workers utilise their meal and tea breaks during their shift
- managing overtime, additional hours, on-call duties, etc
- managing accrued leave balances and requests for leave by complying with maximum accrued leave hours and encouraging ACU Workers to take leave
- filling vacancies as soon as reasonably practicable
- utilising technology to minimise the need to travel distances to meetings

Job Demands

- encouraging ACU Workers to discuss concerns they have about fatigue
- developing contingency plans for potential situations where ACU Workers may have to unexpectedly work reasonable additional hours.
- utilise task rotation or reallocation where possible to limit mental and physical fatigue

Environmental conditions

- Providing an area where ACU workers can take a rest break and rehydrate in varying climatic environments
- Ensuring cooling and heating are operational
- Providing and maintaining, as far as reasonably practicable a workplace that is adequately lit, safe and secure
- Providing appropriate clothing and equipment

5.4 IMPLEMENTING THE CONTROLS

Any control measures implemented to manage fatigue need to be communicated to Workers, Supervisors and Managers. When implementing control measures consult and record the outcome of the consultation within the department or unit.

5.5 EVALUATING THE CONTROLS

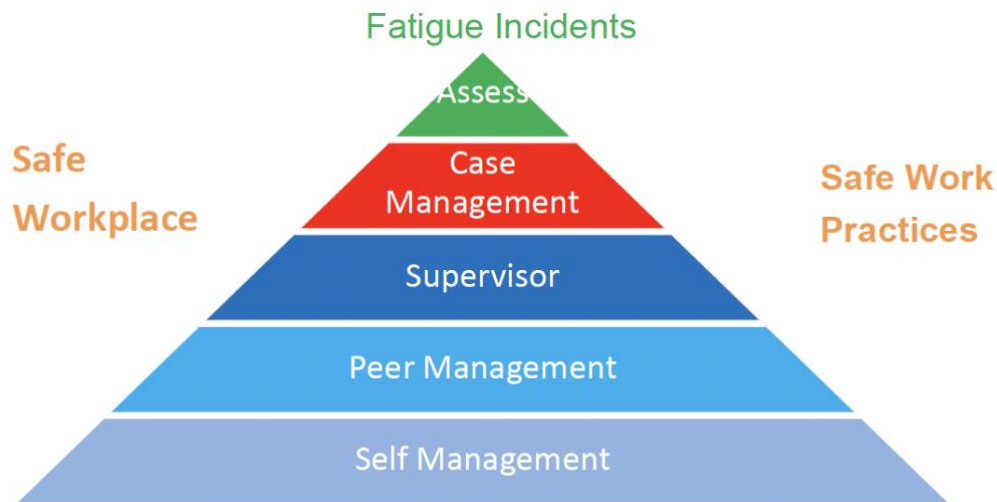
Once control measures are implemented, they should be monitored and reviewed by the Supervisor to ensure they continue to effectively manage fatigue.

Monitoring should be conducted monthly by Supervisors and additional reviews should be conducted when:

- there is any indication risks are not being controlled
- there is an incident due to fatigue in the workplace
- new information regarding fatigue becomes available
- the results of the consultation, including a request that a review is necessary.

6. Risk Management Approach

This model demonstrates five steps to a coordinated approach to managing workplace Fatigue;.



Self-Management

ACU Workers self-assess and self-manage their fatigue

Peer Management

ACU Workers monitor and intervene when a colleague appears fatigued

Supervisor

Nominated Supervisors and Managers should have the ability to::

- monitor and manage work readiness
- take action when an ACU Worker is assessed as fatigued
- foster a culture that supports self-management of work readiness

Case Management

Strategies listed in the Tools are available to assist and manage ACU Workers whose work is compromised by fatigue.

Assessment/Review

Review of data and work practices i.e. hours of work by Supervisors every month to measure the effectiveness of strategies.

7. Implement Effective Control Measures

The best way to control health and safety risks associated with fatigue is to eliminate, where reasonably practicable, the factors causing fatigue at the source. If elimination is not reasonably practicable, the risk must be minimised.

There are often several contributing factors causing fatigue. By using a combination of control measures in workplace systems and work practices we can minimise more than one contributor to fatigue.

Managers may find it useful to document a Fatigue Management Plan. The development and implementation of an effective Fatigue Management Plan requires:

Setting goals and performance indicators

- Goals identify the intention for the action plan and performance indicators measure how well this is achieved.

Having a plan and timeframes

- The plan should be monitored to make sure timeframes are being met.

Implementation

- The actions in the plan should be implemented within planned timeframes.

Testing the risk controls

- Testing the risk controls allows the identification of any unforeseen problems and an opportunity to trial new arrangements.

Training

- Training provides the skills and knowledge needed to manage fatigue risks.

Roles and responsibilities

The plan should include who is responsible for the actions.

Communication

The plan should be communicated to everyone who works in the Workplace.

Monitoring

The plan needs to include how the actions will be monitored.

8. Directions by Supervisors and Management

There should be a collaborative and cooperative approach to managing the risks of fatigue. Managers and Supervisors may on occasion have to direct ACU Workers or make unilateral adjustments to work arrangements, where;

- It is necessary to minimise a present risk to health and safety arising from an ACU Worker's fatigue; and
- A cooperative or collaborative approach with that member who has failed to adequately mitigate that risk; and/or
- The present risk to health and safety is serious enough to warrant immediate and assertive intervention by Managers and Supervisors – even if the ACU Worker objects to the measures imposed on them.

Such decisions should be supported by a risk assessment based on the unique facts of each particular case. These may include directions or the implementation of temporary requirements about workload and allocation to particular tasks to secure the work health and safety of the workforce and to comply with obligations imposed by the WHS Model Act and OHS legislation. Seeking advice from People and Capability about these decisions is encouraged.

9. How you can manage risks associated with Fatigue

9.1 SLEEP

Long working hours can result in less rest and sleep. If working long hours, there are some tips on how ACU Workers can achieve quality sleep:

- make a regular time for going to bed
- darken your bedroom by using either blinds or backed curtains
- cooler conditions can help to go to and to stay asleep
- avoid caffeine five hours before going to bed (it may keep you awake)
- avoid alcohol before bed (it makes you sleep lighter and wake up more often)
- have a light snack and/or a glass of warm milk before bed
- minimise disturbances by telling family, friends and neighbours that you are on night shift
- avoid sleeping tablets as the effects of long-term use may be harmful
- turn mobile phones off or onto silent
- avoid taking on extra work that could reduce availability for sleep
- social life, especially weekends, should be organised so you still get adequate sleep

9.2 DRIVING

You may feel sleepy as your body clock is preparing for sleep. These points may assist in avoiding fatigue:

- get a good night's sleep
- keep the interior of the vehicle cool
- consider opportunities to avoid commuting long distances particularly in the early morning
- look for an alternative transport such as; public transport, taxi, shared driving/car pooling, get someone to pick you up or drop you off.
- Plan regular rest breaks
- Pull over for a break in a safe place
- Take a nap for up to 30 minutes before resuming driving
- Drinking water or having a caffeine drink may help your alertness
- Keep your mind active by listening to the radio or music
- If you are feeling tired, stop driving

9.3 MICRO SLEEP

If you are feeling drowsy you may drift in and out of sleep occasionally without knowing it. This is called a 'microsleep'. It's a brief nap that lasts only a few seconds but can be fatal when driving because you do not brake before colliding with an object. If you experience symptoms listed below, you should stop activities that require heavy concentration such as driving and have a break for up to 30 minutes.

Signs that you may be entering the 'fatigue danger zone, you:

- begin to blink
- can't stop yawning
- close your eyes for a moment
- missed a road sign or your exit
- have disconnected thoughts
- brake too late
- missed a gear
- have trouble keeping your head up
- have slowed unintentionally
- can't recall what you have been doing

9.4 DIET

For many, eating and drinking is a strategy used to keep alert when the body is fatigued. Studies show that fatty foods contribute to lethargy and fatigue. Some foods and snacks that could be considered as a substitute for foods with higher fat content can include:

- salads/vegetables/fruit
- hummus/light crackers
- low-fat ice cream
- water
- yoghurt
- popcorn/pretzels
- sugar-free lollies
- sushi
- skim milk-based drinks
- protein snack bars
- light wraps
- sandwiches
- limit your caffeine intake towards the end of your shift because it can keep you awake when you are trying to sleep at home?
-

9.5 WATER

Water is important for rehydration and energy levels and is proven to reduce fatigue. When your body is low on water, it tries to conserve what you have left. It does this by reducing your activity and makes you slow down. When you are relaxed, you have a higher chance of falling asleep.

- Drink 500ml cold water before each meal as it increases your metabolic rate.
- Keep a bottle of cold water near you and sip it throughout your shift. This will hydrate you and keep you awake without the side effects of caffeine. Two litres or 8 glasses of water a day should keep you hydrated. You may require more if you are exercising or exposed to warmer temperatures

9.6 EXERCISE

Before Work

If you feel tired, moody or drained before the night shift, exercise may be better than a large coffee or energy drink. Exercise helps fight stress and anxiety, improves your endurance, concentration and focus and boosts your energy and mood. Before work try to spend 30 minutes, doing some form of cardiovascular activity such as swimming, bike riding or playing a sport. Taking the stairs instead of the lift may also improve alertness while on the job.

After Work

Spend some time working out, doing light stretches or yoga to help ease stress and tension from your work day then, once the house is quiet, head to bed.

9.7 ALCOHOL

Alcohol disrupts the quality of your sleep by up to 50 per cent. Alcohol is a depressant drug that affects the brain and nervous system and dulls the senses, which can affect speaking, walking, and coherent

thought. The link between alcohol and fatigue is based on the characteristics of the drug. Alcohol puts a significant strain on the central nervous system and causes general fatigue and tiredness.

Alcohol and fatigue have a cause-and-effect relationship because drinking above the recommended daily intake of alcohol may generate fatigue. A hangover is a normal response to excessive drinking, which can occur many hours after alcohol consumption.

ACU Managers and Workers should refer to the *ACU Alcohol and Other Drugs policy* for further guidance.

9.8 MEDICATION

If you believe that any medication you are taking may increase your risk of fatigue, consult your doctor, pharmacist and your supervisor.

Certain types of medications can contribute to fatigue such as medication for:

- Blood-pressure
- Statins and fibrates for High cholesterol
- Proton pump inhibitors (PPIs) for gastroesophageal reflux disease
- Benzodiazepines for anxiety disorders, agitation and muscle spasms
- Antidepressants for depression, anxiety disorders, eating disorders, obsessive compulsive disorder, chronic pain, smoking cessation and some hormone-mediated disorders, such as severe menstrual cramps
- Antihistamines for allergic disorders (such as hay fever) or the common cold
- Antipsychotics for schizophrenia, bipolar disorder and other serious psychiatric conditions
- Antibiotics for ear and skin infections, urinary tract infections, food poisoning, pneumonia, meningitis and other serious illnesses
- Diuretics for high blood pressure, glaucoma and oedema

Appendix A – Self-Assessment Tool

A range of factors will impact your ability to combat and avoid fatigue. The presence or absence of an individual factor will not in itself determine this ability. This assessment tool provides you with 10 questions addressing key factors that are designed to assist you in assessing your level of rest, medication, alcohol intake, life balance and alertness. You need to consider in your assessment if you can carry out your duties safely and if you need to discuss issues such as medication with your supervisor. You are the best judge of how tired you are and how it will affect your work. **You are responsible for combating and avoiding fatigue.**

ARE YOU READY TO COMBAT FATIGUE?

1. Sleep

- Have you had enough sleep to be able to do your job properly?
 - Aim for at least 7 hours of sleep each night.
 - Try to limit your exposure to light and keep your bedroom as dark as possible.
 - Napping is better than falling asleep while driving or working. A 20-minute nap can improve alertness for up to an hour.

2. Medication

- Are you taking medication that can cause you to become tired or impair your ability to do your job?

3. Alcohol

- Have you consumed alcohol before commencing work?

4. Diet

- Are you eating a healthy selection of food?
- Your diet can have a significant impact on how you feel. Large meals require energy to digest and can make you feel tired. Smaller meals, often can help prevent this.
- Breakfast is an energy booster that assists in preventing fatigue throughout the day. Try to eat a healthy breakfast that contains protein and carbohydrates rather than sugars.
- Caffeine in coffee, tea and soft drinks can be useful in increasing alertness and thinking ability for up to 3 hours. However, too much can cause restlessness and sleeping problems.

5. Life Balance

- Are you scheduling enough rest between work, any additional work and family/social commitments?

6. Stress

- Are you prioritising your work each shift to meet timeframes and minimise stress?

7. Wellbeing

- Are you coming to work while you are sick?

8. Exercise

- Are you undertaking some form of exercise at least 3 times a week for a minimum of 30 mins?

9. Driving/travelling

- Are you alert enough to drive/travel safely?
 - Consider travelling options when travelling to and from work. Assess your fatigue level and if you choose to drive, plan breaks, keep the vehicle cool, keep your mind active by listening to music or radio and stop driving if you are fatigued.

10. Water

- Are you drinking the recommended 8 glasses of water?
 - Try to drink at least 8 glasses of water a day. You may need more if you are exercising, your work is physically demanding or in hot conditions.

Appendix B - Manager/Supervisor Assessment Tool

A range of factors will impact an ACU Worker's ability to combat fatigue. The presence or absence of an individual factor will not in itself determine this ability. This assessment tool provides Managers and Supervisors with the following questions addressing key factors that are designed to assist in their assessment of whether employees under their control can combat fatigue and be able to undertake their duties safely. ACU Workers are the best judge of how tired they are and how it will affect their work. Managers/Supervisors have an additional responsibility to monitor ACU Workers and to discuss Fatigue issues and address those identified.

ARE YOUR STAFF READY TO COMBAT FATIGUE?

- **Has any ACU worker arrived at work and displayed symptoms of fatigue?**
 - Clarify reasons for appearing fatigued
 - Discuss options for managing fatigue
 - Consider the nature of duties to be performed and options for alternate duties
 - Consider if ready for work

- **Does any ACU Worker appear to be affected by alcohol or medication?**
 - Clarify whether they have taken drugs or alcohol.
 - Discuss side effects of any medication
 - Consider if ready for work

- **Does any ACU Worker have regular secondary employment and display symptoms of fatigue?**
 - Clarify reasons for fatigue
 - Discuss alternate travel options to manage fatigue, (eg. public transport)
 - Consider work patterns to increase rest
 - Consider if ready for work

- **Does any ACU Worker have carer's responsibilities preventing them from quality rest?**
 - Clarify reasons for fatigue
 - Discuss carers responsibilities and alternate options which may better manage fatigue
 - Consider if ready for work

- **Do you have regular discussion with ACU Workers about their welfare and performance?**
 - Ask staff how they are going
 - Make sure performance and fatigue issues are addressed in conversation and CMS
 - Discuss options for work readiness

- **Has any ACU Worker arrived at work sick with a fever, flu or virus?**
 - Clarify how they are feeling
 - Clarify if they have seen a doctor and have a certificate
 - Consider if there is a likelihood of spreading the sickness
 - Refer to ACU Leave Policy and ACU Infectious Diseases Policy
 - Consider if ready for work

- **Have you warned ACU Workers about driving when tired?**
 - Clarify reasons for fatigue
 - Discuss alternate travel options to manage fatigue, (eg. public transport)
 - Consider work patterns to increase rest
 - Consider if ready for work

- **Has any ACU Worker been exposed to extreme environmental conditions during their employment?**
 - Clarify if the shift involved exposure to extreme environmental conditions
 - Discuss options for managing the risk of fatigue
 - Consider nature of duties to be performed and options for alternate duties temporarily or for the shift
 - Consider options to alleviate impact. (eg. provision of water and or equipment to assist in recovery)

- **Has any ACU Worker been exposed to hazardous chemicals or drugs during their work day?**
 - Clarify if the shift involved exposure to hazardous chemicals or drugs
 - Discuss options for managing the risk of fatigue

- **Has any ACU Worker experienced a mentally or physically demanding work day?**
 - Clarify if the shift was mentally or physically demanding.
 - Consider provision of psychological support, (eg EAP)
 - Consider options for physical support (eg physical assessment, nature of duties)
 - Discuss options for managing the risk of fatigue and stress

- **Has any ACU Worker reported their concerns about fatigue to you?**
 - Discuss the ACU Worker's concerns and establish if they are personal or about another worker.
 - Discuss the Self-Assessment and identify the factors of fatigue
 - Discuss options for managing fatigue
 - Consider implementing strategies to manage fatigue
 - Consider if ready for work

Appendix C – Fatigue Management Checklist

Diligence

Yes/No and details

1. Do you understand the WHS legislation and obligations of the ACU Managers, Supervisors and Workers?

2. Are you aware of the work related and non-work-related risks associated with fatigue?

3. Do you have systems and process in place to identify, assess, control, monitor and review fatigue risks in your business area?

4. Do you have a current Fatigue Management Plan in your business area?

5. Do you conduct regular assessments to identify risks of fatigue in your business area?

6. Do you have systems in place to record your management actions in and can identify, assess, control, monitor and review the risks of fatigue in your business area?

Actions and Resources to assist you:

- WHS and OHS Legislation
- Guidelines on Fatigue Management
- Fatigue WHS Risk Assessment
- Utilising the Fatigue Tools in the Appendixes attached to this guideline
- ACU Safety and Wellbeing Policies and Procedures
- ACU Safety and Wellbeing Team