



## FATIGUE MANAGEMENT POLICY

Australasian Transport Risk Solutions (ATRIS) is committed to eliminating or controlling the risks associated with fatigue in its workforce through a work ethic that understands the effects of fatigue, compliance to its fatigue management policy and, where applicable, relevant Government safety legislation.

### Effects of Fatigue

Fatigue affects a person's health, reduces performance and productivity within the workplace, and also increases the risk of a workplace accident occurring.

Fatigue can limit a person from being able to function normally and is mainly caused by a lack of required sleep. However, fatigue is more than just feeling tired or drowsy and may be associated with the following factors:

- Spending long periods of time awake;
- Obtaining an inadequate amount of sleep or an insufficient quality of sleep over an extended period; and
- Prolonged periods of physical and/or mental exertion without enough time to rest and recover.

A person's level of fatigue can vary and will depend on the individual workload, length of shift, previous hours or days worked, and the time of day or night worked.

### Responsibility

Each ATRIS employee, associate, contractor or visitor is responsible for ensuring that they are free from the affects of fatigue when performing work for ATRIS or any client organisation, or when attending an ATRIS site or any client organisation site when providing professional services.

The ATRIS Directors are responsible for ensuring that each employee, associate or contractor is free from the affects of fatigue (in so far as it is practicable to do so) and for promoting a workplace culture that both recognises and controls the effects of fatigue.

### Rail Safety Legislative Obligations

ATRIS operates across all Australian State and Territory jurisdictions providing various rail safety consulting, investigation, auditing and project management services. As a consequence, ATRIS employees, associates and contractors are bound by various Australian State and Territory Rail Safety Acts and regulations pertaining to fatigue management when on client or host rail organisation sites, and when performing duties that may be defined as "rail safety work".

### OH&S Legislative Obligations

ATRIS employees, associates and contractors are under an obligation to comply with the various Australian State and Territory Occupational, Health and Safety Acts and similar Acts when working

in other countries, to ensure the health and safety of all company representatives and other persons when on company or client sites.

### **Hours of Work**

All ATRS employees, associates and contractors are required to comply with the following guidelines in relation to maximum shift limits and minimum rest periods:

- 12 hour maximum normal shift limit;
- 15 hour maximum emergency incident investigation shift limit;
- 11 hour minimum rest period when taking rest at a home location;
- 8 hour minimum rest period when taking rest at an away from home location;
- Travelling time by air, motor vehicle or train, and waiting time may be in addition to the maximum shift limits, however, excluded from the required minimum rest periods.

### **Compliance to Client Policies**

ATRS Directors, employees, associates and contractors are required to comply with client or host organisation safety and health policies including fatigue management policies and guidelines when working on client or host organisation sites.

### **Document Review**

This ATRS Fatigue Management Policy will be reviewed annually as a minimum document review standard or on a needs basis if required prior to the annual review.



**Mel Saunders**  
Managing Director

1 January 2011



**David Edwards**  
Executive Director

1 January 2011