

# THE LFT

## BASIC FATIGUE MANAGEMENT MANUAL

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### **INTRODUCTION**

The aim of Fatigue Management Accreditation is to achieve improvements in road safety and transport productivity. The Fatigue Management module is primarily about road safety, but it also provides added flexibility for operators who implement auditable accredited systems to manage driver fatigue. Fatigue management encourages heavy vehicle operators to take more responsibility for the safety and wellbeing of drivers and other road users.

This manual is designed for all LFT Drivers that are working under the BFM system and outlines the important procedures and policies that must be followed to maintain BFM accreditation etc

LFT are very focussed on Driver fatigue and the safety of our drivers and the clients they work for. To ensure every LFT driver is aware of the importance of fatigue management it is our Policy that all our drivers are trained and accredited in Basic Fatigue Management. This manual is an outline of what is required for us and our drivers to continue and maintain that accreditation

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## Overview

Operators with Basic Fatigue Management (BFM) accreditation can operate under more flexible work and rest hours, allowing for (among other things) work of up to 14 hours in a 24-hour period. BFM gives operators a greater say in when drivers can work and rest, if the risks of driver fatigue are properly managed.

### 1.1 BASIC FATIGUE MANAGEMENT – WORK AND REST HOUR REQUIREMENTS

The below table applies to **solo drivers**.

TIME	Work	Rest
In any period of...	A driver must not work for more than a maximum of...	And must have the rest of that period off work with at least a minimum rest break of...
6 ¼ hours	6 hours work time	15 continuous minutes rest time
9 hours	8 1/2 hours work time	30 minutes rest time in blocks of 15 continuous minutes
12 hours	11 hours work time	60 minutes rest time in blocks of 15 continuous minutes
24 hours	14 hours work time	7 continuous hours stationary rest time*
7 days	36 hours long/night work time**	No limit has been set
14 days	144 hours work time	24 continuous hours stationary rest time taken after no more than 84 hours work time and 24 continuous hours stationary rest time and 2 x night rest breaks# and 2 x night rest breaks taken on consecutive days.

\*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.

\*\*Long/night work time is any work time in excess of 12 hours in a 24 hour period or any work time between midnight and 6 am (or the equivalent hours in the time zone of the base of a driver).

#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 of the base of the driver) or a 24 continuous hours stationary rest break.

The below table applies to **two-up drivers**.

Time	Work	Rest
In any period of...	A driver must not work for more than a maximum of...	And must have the rest of that period off work with at least a minimum rest break of...
24 hours	14 hours work time	No limit has been set
82 hours	No limit has been set	10 continuous hours stationary rest time
7 days	70 hours work time	24 continuous hours stationary rest time and 24 hours stationary rest time in blocks of at least 7 continuous hours of stationary rest time
14 days	140 hours work time	4 night rest breaks <sup>#</sup>

*\*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.*

*<sup>#</sup>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 of the base of the driver) or a 24 continuous hours stationary rest break.*

## **2 SCHEDULING AND ROSTERING**

Scheduling of individual trips and rostering of drivers are to be in accordance with limits prescribed in legislation.

What the standard means Scheduling, and rostering practices are to ensure all trip schedules and driver rosters are planned and assigned in compliance with the legislated operating limits taking into consideration the transport task, and time for the transport task to be completed safely.

### **2.1 DOCUMENTING & RECORDING SCHEDULES**

All LFT jobs must be documented and recorded via The Chain App Schedule and monitored daily by the LFT Despatch Team. The electronic schedule is automatically updated and refreshed every 15mins but should also be manually refreshed while monitoring drivers throughout the day, by the LFT Despatch Team.

Daily schedules must be sent to drivers the previous afternoon or as early as practically possible and the despatch team will also give as much notification as possible if there are any changes or alterations to a driver's daily schedule. If at any stage a driver is not confident with the schedule they have received, then they need to notify LFT Despatch Team immediately, so the concern can be addressed, and the schedule altered as necessary.

The LFT Despatch Team will always take into consideration a driver's base location when planning the schedule along with the driver's daily route, location or current job. The LFT Despatch Team will take into accounts each driver's total driving hours and required break times when planning schedules to ensure drivers are able to comply with legislative operating limits.

If a schedule or change in schedule presents a risk in increased fatigue then The LFT Despatch team will look at altering the drivers schedule immediately to reduce any onset of fatigue and if unable to change rosters accordingly, may look to use an approved casual/adhoc driver to complete the required job/tasks in a safe manner.

Approved Casual Drivers are listed in the Chain system.

### **2.2 DRIVERS RETURNING FROM LEAVE**

When a driver is returning from a long period of leave (5+ days), consideration must be given to the increased risk of fatigue for the returning driver. Rosters should ensure that the driver is eased back into his usual schedule where possible ensuring driving hours are kept to a minimum, the driver has added rest breaks as required and rosters are set to reduce fatigue by limiting any long or unfamiliar trips. The Despatch Manager must formally advise the Despatch Team of any driver that is returning from extended leave and instruct the team to regularly check up on the driver throughout their first 2 days of return to ensure the drivers safe return.

### **2.3 MAJOR SCHEDULE CHANGES**

If there is to be any major changes to a driver's roster or schedule, for example changing from day to night driving then a driver will be given a minimum of 24 hours' notice of this change, so they can obtain the adequate rest prior to the change in schedule.

### **3 FITNESS FOR DUTY**

This standard requires that a system be developed to ensure that drivers are a fit state for work and can perform work duties safely.

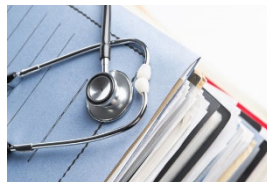
#### **3.1 MEDICAL RECORDS**

It is a requirement that all LFT Drivers must be certified as being fit to drive a heavy vehicle by a medical practitioner. The examination must include an assessment to detect drivers in the high-risk group for sleep disorders. Examinations are to be conducted, as a minimum, once every three years for drivers aged 49 or under, and yearly for drivers aged 50 or over. The Vic Roads website does supply an appropriate form for heavy vehicle medical examinations, that we highly recommend you use. This form can also be downloaded from the LFT website.

Every completed medical examination report is to be uploaded into The Chain App where they can be recorded, approved and monitored on an ongoing basis by the LFT Administration to ensure they are renewed as appropriate.

All driver's medical examinations will be recorded in The Chain App with automated expiry/renewal reminders. Certificates will only be approved once sighted and confirmed by the LFT Despatch Team or Administration.

If a driver's medical report suggests a concern with the driver's medical health, this concern must be added to the driver medical register and considered when scheduling work for the driver. For example, if the driver's medical report outlines back pain and issues then the driver must not be assigned any manual loading/unloading tasks.



#### **3.2 UNFIT FOR DUTY CONCERNS**

Every Driver must answer the Safety questions as presented in The Chain App prior to the commencement of any shift. If any of the answers indicate that a driver may not be fit for duty then the driver will not be able to start work for that shift and the LFT Despatch Team will contact the driver to discuss the concerns and safety of the driver and re-schedule any allocated work as necessary, until the driver is fully fit and well rested.

Throughout their shift, drivers will also be required to self-assess their fitness for duty at every pick up by answering further safety related questions as prompted in The Chain app. If at any point in time an answer indicates onsets of fatigue or if a driver/Loader or scheduler suspect fatigue may be a concern for the driver, then a driver must cease to work and contact LFT despatch immediately to advise of the potential risk.

Drivers must notify LFT if they are unfit for duty due to any lifestyle (e.g. a new baby, loss of a family member), health or medical issue both before and or during their shift.

### 3.3 DRUG AND ALCOHOL TESTING

Possession of, or being under the influence of, alcohol or illegal drugs or drugs which will affect your ability to perform your job is prohibited. You are not permitted to carry drugs (other than prescription medications) in a company vehicle.

Where taking prescribed medication, advice should be sought from the doctor or pharmacist to ensure that the medication will not affect your ability to perform your work duties. You should also advise L. Fraumano Transport Management when taking any medication.

As alcohol remains in the body for several hours, as a guide it is suggested that you do not consume alcohol for at least eight hours before commencing work. Remember that the law requires drivers of vehicles above 16 tonnes to have a zero-blood alcohol level.



It is LFT's Policy that:

- a) The possession, soliciting, selling, distribution or consumption of illicit or non-prescribed drugs is prohibited on any LFT site or while performing any duties on behalf of LFT.
- b) The soliciting, selling or distribution of prescribed drugs on any LFT site or while performing any duties on behalf of LFT is prohibited,
- c) LFT Workers and Visitors must not be under the influence of any: • illicit drugs whilst they are on any LFT site, operating any LFT equipment or while performing any duties on behalf of LFT or • prescribed, or non-prescribed drugs or alcohol to a level where it could risk injury to any person, including the user, or contradicts any statutory requirement. Whilst this applies to any activity, it particularly applies where LFT Workers are required to operate vehicles or equipment, or work within the proximity of operating vehicles or equipment.
- d) The consumption of alcohol is prohibited: • in all vehicles; • in any LFT operational area under any circumstances; A breach of a) or b) above will be regarded as serious misconduct and will result in disciplinary action being taken immediately. A breach of c), d) or e) may lead to a rehabilitation process and/or disciplinary action. •

All drivers if requested by LFT or LFT Clients must be willing to take part in a structured random drug and alcohol testing program. Additionally, LFT and LFT Clients reserve the right to conduct drug and alcohol testing of those involved in any workplace incident or accident or where there is reasonable opinion that a Worker may be impaired by drugs or alcohol. •LFT reserve the right to discipline any LFT Worker who breaches this policy or any statutory requirements including, but not limited to, termination of employment. Visitors in breach of this Policy should be immediately removed from any LFT site and consideration given to banning them from the site. Directors, Group Directors and General Managers of all business units and Group functions are responsible for ensuring adherence to this policy.

**3.4 DRIVER MEDICAL REGISTRY**

All unfit for duty concerns including lifestyle changes, will be recorded in a medical register and will be forwarded to the LFT Despatch team immediately new information becomes apparent. Any medical advice for drivers or current lifestyle concerns will be considered when assigning daily duties and rosters for drivers.

DRIVER MEDICAL REGISTER						
DATE	DRIVER NAME	REPORTED CONCERN	REPORTED BY	LFT DESP/ACTION	RESULT	
1/06/2017	John Smith	Driver spouse just had a baby	Driver himself	yes	Keep in close liasion with John, todiscuss his wellbeing and rest. Follow up via phone or text throughout each day to ensure John is coping with the change.	John may require some time off or later starts/ earlier finishes to while adjusting to the new family member.
2/06/2017	Jim Turner	Driver recovering from food poisoning	Driver himself	YES	Driver maybe fatigued if dehydrated or lack of sleep.	Follow up with driver throuhout the day to ensure he is feeling 100%
2/06/2017	Joseph Gillian	Driver Slept in and was late to start	LFT Despatch	Yes	Discuss with driver why he slept in as he may have not got his required long rest hours.	If driver is ademate he is fit for driving continue to monitor closely thoroughout the day.

**4 FATIGUE KNOWLEDGE AND AWARENESS**

All personnel involved in the management, operation, administration, participation and verification of the BFM option can demonstrate competency in fatigue knowledge relevant to their position on the causes, effects and management of fatigue and the LFT’s Fatigue Management System.

**4.1 DRIVERS**

All drivers of a heavy vehicle under BFM must complete the online course TLIF0005A - Apply Fatigue Management Strategies which is available via;

Course Access: [www.australianfatiguemanagment.com.au](http://www.australianfatiguemanagment.com.au)

This course must be completed at the LFT office or alternatively in the presence of an LFT employee or appointed representative. This is to ensure the nominated driver personally completes the course and is not assisted or distracted by external influences. This is a mandatory requirement and part of the induction process for all LFT drivers. On the extremely rare occasion that a LFT representative is not able to oversee the completion of the course, then the drivers direct Employee must sign and confirm that the driver has in fact completed the course under their direct supervision.

Upon completion, course certificates will be uploaded into the LFT App where a refresher course will be required every 5 years or sooner if requested by LFT Management.

Drivers must use the electronic diary in the Chain App, to record all driving hours daily and carry it always while working. These records will be kept by LFT for future reference and are also available for drivers to view at any time or produce on request. Course certificates also need to be uploaded and approved in The Chain app for future reference and to activate automated renewal reminders.

Every day prior to starting work a driver must accurately and honestly complete The Chain App safety questions. If a driver’s answers indicate any onset of fatigue or breach in hours, then the driver will be locked out from the app and must not commence his shift. All drivers must call LFT Despatch immediately to advise of their situation.



Throughout the working day every driver must also assess and recognise the onset of fatigue and in doing so accurately answer the Driver/Loader questions at every pick up throughout his shift. Any indication of fatigue will prevent the driver from continuing work and the Driver must immediately contact LFT Despatch to advise of their situation.

A driver must always be aware of his working and driving hours and take the necessary breaks well before any breach occurs. Drivers are not encouraged to wait for automated reminders as these are only activated when a high risk of breaching is approaching.

It is a driver’s responsibility cease driving the instant they suspect they might be affected by fatigue and take the necessary breaks. If after the required breaks a driver is still affected by fatigue, then they must contact LFT Despatch immediately to advise of their situation.

Upon accreditation All drivers must carry a copy of the LFT accreditation certificate in their vehicle always. Drivers must also carry a signed document from LFT stating that they are working under LFT’s accreditation and have been inducted into the LFT Basic Fatigue Management system and meet the requirements relating to drivers under the accreditation.

**4.2 SCHEDULERS / DESPATCH TEAM**

The LFT Despatch Team consist of:

- -The Operations Manager
- -The Despatch Manager
- -The Despatch Operator

All LFT Despatch operators and schedulers must successfully complete the Schedulers course: TLIF0006

This course is available via [www.australianfatiguemanagement.com.au](http://www.australianfatiguemanagement.com.au)

The course must be taken online at the LFT Office or in the presence of another LFT representative.

Certificates will be recorded against each employee in the Employee Training Register and refresher courses will be required every 5 years or sooner if deemed necessary by LFT Management.

<b>Employee Training Register</b>				
<b>Name</b>	<b>Postion</b>	<b>Course Name</b>	<b>Completed</b>	<b>Renewall Due</b>
John Smith	Desptach manager	TLIF3063 - Fatigue Schedulers	8/02/2018	7/02/2023
Sam Jones	Despatch Operator	TLIF3063 - Fatigue Schedulers	4/01/2018	3/01/2023

4.2.1 RESPONSIBILITIES

The Operations Manager and The Despatch Manager will ensure the Despatch Team

- Monitor individual driver’s hours throughout the day using the chain schedule, to assist in preventing any breaches before they occur.

- Contact any drivers that have been recorded on the medical register regularly throughout the applicable day/s until the driver can confirm that their higher risk issue is no longer a factor of concern.

The Operations Manager will ensure the Despatch Team;

DATE	DRIVER NAME	REGO	Detail	ACTION	REASON
1/06/2017	John Smith	ZHE 124	8 MIN late with 2nd break	Email 1st Warning	Driver advised on Freewa
2/06/2017	Jim Turner	GHT 142	1:15 OVER SHIFT	Advise LFT Despatch	
2/06/2017	Joseph Gillian	ABC 123	1 minute short on breaks	NO ACTION	
2/06/2017	Tania French	DNC 23L	1 MINUTE LATE 2nd break	NO ACTION	monitor
2/06/2017	John Curry	FDI 34L	Only 45 min rest in 12 hours	3RD and final warning	Driver suspended until extension course completed
3/08/2017	Joseph Gillian	FNG GHL	2min over shift end	NO ACTION	

- update and maintain the Fatigue Management Report in relation to driving hours daily
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**Fatigue management Report – Driving Hours**

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- Issue Drivers with any serious breach (>15min out for driving hours) with a formal warning if any breach occurs. Ensure drivers that receive 3 warnings are temporary suspended until they complete the additional FATIGUE COURSE: TLIE3028 which is also accessible via the Australian Fatigue Management website. Subsequent breaches following the temporarily suspension will result in a permanent suspension.
- Carry out weekly audits on driver rest locations and habits and record and update checks in the Fatigue Management – rest habits report. See example below;

**Fatigue Management – Rest habits**

DATE	DRIVER	Start Break		End Break		Outcome	Actioned	Result
27/10/2017	John Smith	-37.7137274	144.984534	-37.7136585	144.9842187	GOOD	No Action Required	
27/10/2017	Jim Turner	-38.0130274	145.203037	-38.0035914	145.2057079	good	No Action Required	
31/10/2017	Joseph Gillian	-38.0069494	145.219337	-38.0270423	145.2153603	3 MIN DRIVE / 30 min	Monitor	Recheck tomorrow
31/10/2017	Tania French	-37.7389406	144.68004	-37.7388354	144.679035	GOOD	No Action Required	
1/11/2017	John Curry	-37.6923645	144.866243	-37.6955518	144.8618645	10min driver/30 min	No Action Required	1st written warning issued
1/11/2017	Joseph Gillian	-37.6923645	144.866243	-38.0138693	145.2162031	GOOD	No Action Required	monitored all clear

- -Issue Drivers with a formal warning if Rest break breaches occur (any driver travelling over 5km within a 30 min break timeframe). A 3-strike system will apply to any driver in breach of driving during their rest breaks and they will be suspended until they complete the additional FATIGUE COURSE: TLIE3028 which is also accessible via the Australian Fatigue Management website. Any subsequent breaches following the temporarily suspension will result in permanent suspension.



### 4.3 MANAGERS

- LFT Directors
- All Managers

The LFT Management team must complete the DRIVER/SHEDULERS course also and it be recorded in the Employee Training Register. Refresher courses must be completed and updated in the register every 5 years.

#### 4.3.1 RESPONSIBILITIES

LFT Management will ensure every driver & scheduler has sighted and understands the LFT Basic Fatigue Manual as part of the mandatory driver induction process and has ongoing access to the manual always via the LFT Website and The Chain App.

Management will issue monthly reminders directly to drivers through the LFT Chain app system, to assist in reminding drivers of the ongoing importance of fatigue. These may range from tips for hot days, wet weather or just general fatigue and health reminders. These will be recorded in the LFT Chain system.

The Management Team will forward regular industry updates and newsletters to all drivers and contractors to ensure everyone is up to date with any changes in industry regulations and to assist with reminding everyone of the COR responsibilities.

They will ensure electronic systems are maintained and in working order, to help assist drivers and schedulers with rosters and automated reminders These automated systems include

- automated phone calls if a driving hours breach is becoming increasingly likely.
- Automated reminders when course renewals are due.

Upon receiving all LFT incident reports, LFT Management will assess if fatigue was a causing factor in the incident. If it is determined that fatigue may have been a contributing factor, then Management will investigate further to identify the issue and determine and implement action to prevent a similar recurrence from happening.

The LFT Management and Despatch team will have regular meetings and be in constant communication to discuss any concerns in relation to driver fatigue. These meetings or emails will be documented and kept in the LFT Fatigue Management Folder for future reference. Any areas of concern that arise from these meetings and correspondence will be addressed immediately to implement corrective action.

The LFT Basic Fatigue Manual will reviewed every 2 years as a minimum requirement. In the event of any incident relating to fatigue the incident will be investigated to see if it was due to a breach in following the BFM policies or if the manual itself requires further clarification or updating. Procedures within the manual will be audited and improved as deemed necessary by LFT Senior Management or immediately any new industry regulations come into effect. The LFT Despatch team and all current drivers will be informed and updated of any changes made to the manual and any given point in time.

## **5 INTERNAL AUDITS**

The LFT Compliance Manager will carry out audits on all fatigue management reports to oversee and ensure they are being completed correctly and that the appropriate action is taken if any breach occurs.

The Compliance Manager will conduct an internal review on the following areas in relation to Basic Fatigue management. These reviews may be carried out independent of each area, but all areas must be reviewed every 12 months at a minimum;

- Driving Hours
- Rosters/Schedules
- Driver Rest Habits
- Communication and updates for drivers /schedulers
- Training registers
- Medical registry
- Retainment and storage of all records up to 3 years
- LFT Basic Fatigue Manual Revisions

The auditors report will be presented to Senior Management to assess fatigue risk and to identify, report and investigate incidents of non-compliance with requirements and suggestion on implementing corrective action.

Upon receiving the report, LFT Management will ensure the necessary action is taken to prevent a similar recurrence from happening.

Further information on Basic Fatigue Management Systems can be found on the NHVS website:

<https://www.nhvr.gov.au/safety-accreditation-compliance/fatigue-management/work-and-rest-requirements/basic-fatigue>