

COMPANY NAME

MAINTENANCE MANAGEMENT SYSTEMS MANUAL
FATIGUE MANAGEMENT SYSTEMS MANUAL

2017

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STANDARD 1: DAILY CHECK

Criteria: - 1.1

The Maintenance Management System includes a daily check for each vehicle when it is in use.

Relevant Documents:

- Log Book which includes Vehicle Check List
- Fault Repair Register/Work Diary

Before the operator leaves the yard at the commencement of a trip, or before the commencement of driving for the day the operator is to carry out the checks described in the Daily Vehicle Check List.

Criteria: - 1.2

Inspection

All drivers will carry out the following daily checks on the vehicle and trailing equipment they are rostered to operate.

- Wheels & Tyres - Tyre pressure, tyre wear and wheel security – visual check.
- Lights & Reflectors - All lights including clearance lights, reflectors and lenses, rotating amber flashing light (if applicable).
- Windscreen, Wipers and Mirrors, Windows and mirrors for security, damage and grime. Wipers operational Windscreen washers operational, Windscreen clean for clear vision
- Structure and Body Work - All panels visible, structure members secure including bull bars. Leaks of any nature (oil, fuel, air, water, refrigerant, coolant, hydraulic fluid, brake fluid etc.)
- Brakes - Brake failure indicators, Pressure vacuum gauges, Air Tanks (drain full air and air over hydraulic systems only on rigid and articulated combinations)
- Warning Signals - Horn Operational
Trailing Equipment - No loose items on trailers

To indicate that the operator has completed the required checks, the operator must tick the appropriate box on the Log Sheet.

Any faults found during the Daily Check are to be recorded on the Fault Repair Register/Work Diary.

Criteria: - 1.3

The operator is to understand that when they acknowledge that the daily vehicle check has been completed they are certifying the vehicle is safe to the limits of the inspection when the vehicle leaves the yard or depot.

STANDARD 2: FAULT RECORDING & REPORTING

Criteria: - 2.1

The Maintenance Management System ensures that the operator is able to record and report any recognizable fault occurring on the equipment during the course of a trip so it may be assessed and rectified.

Relevant Documentation: Fault Repair Register/Work Diary.

Criteria: - 2.2

A fault repair register is to be kept in the manual of the prime mover so that faults located on the prime mover or trailers can be recorded.

If the operator identifies a fault, it is to be recorded in the fault repair register. The operator reports the fault to the Director/Owner or Maintenance provider by mobile phone. If the Director/Owner or Maintenance provider is out of mobile range, the operator will leave a message for the Director/Owner or Maintenance provider or report to the Company Office, in the case of a single operator the fault would be recorded on the fault repair register and prioritised accordingly.

Criteria: - 2.3

This same procedure will be followed if a fault is discovered when the vehicle is not on a trip eg. during routine inspection and detailing in the yard, fitting new tyres etc.

Criteria: - 2.4

The Operator in conjunction with the service provider will review as to the seriousness of the fault where a priority status is determined.

The Director/Owner /Operator is initially responsible for ascertaining fault priority but will contact the service provider immediately on faults they are unable to accurately diagnose.

There is provision to nominate and record the name of any person recording or deferring a fault for repair on the fault repair register and or diary.

STANDARD 3: FAULT REPAIR

Criteria: - 3.1

The Maintenance Management System provides for the identification, assessment and action on reported faults on the fault repair register.

Criteria: - 3.2

When a fault is identified during the course of a trip:

The operator is to telephone the Director/Owner and describe the fault. The Director/Owner will determine appropriate action. He may telephone an authorised repairer for advice or instruct the operator to arrange for the most suitably qualified person available to attend to the vehicle in a reasonable timeframe.

Once the Director/Owner has gained an understanding of the nature of the fault and its possible implications (eg. If the operator were to continue driving, could further damage ensue or the vehicle become unroadworthy), he will place a priority on its repair. The Operator will record this decision on the Fault Repair Register. If the fault is to be deferred or monitored, the Driver will note the condition and limits attached to this decision, eg. Check every hour, check upon refuelling, or defer until return to the yard or depot.

Criteria: - 3.3

Where a decision is made to monitor the condition of a fault, the Director/Owner or authorised repairer will set the upper limits for when the monitored condition is repaired (i.e. every 1000 km, when parts are received, etc.) The identity of the person who makes the decision to monitor a fault is recorded on the fault repair register.

When a fault is identified by a Mechanic during service or repairs:

The mechanic is to telephone the Director/Owner, who will decide the priority for repair, taking into account the advice of the mechanic. The mechanic or operator will record the decision on the Fault Repair Register along with monitoring and deferment details and limits if applicable.

Criteria: - 3.4

When repairs have taken place the Fault Repair Register will be updated and the fault closed out.

STANDARD 4: MAINTENANCE SCHEDULES

Criteria: - 4.1

The nominated fleet is certified roadworthy by the Director/Owner or authorised repairer/ qualified person experienced in inspection of heavy vehicles. The certification has been carried out within six months of the first system audit. The statement of certification for all nominated vehicles is filed in each respective vehicle file. When additional equipment is added to the vehicle register roadworthy needs to be completed to verify it is roadworthy at the time of entering the system.

Criteria: - 4.2

The Maintenance Management System ensures that all equipment is being systematically maintained. This will be achieved by applying a series of Service Schedules which include a description of the inspection, service, repair or replacement tasks to be completed at identified service intervals.

Relevant Documentation:

Accreditation Roadworthiness Checklist.

Maintenance Record - Prime Mover

Service Type A – Truck, Trailer & Dolly – _____ (or according to use).

Service Type B - Truck _____ kms (or according to use).

Service Type C – Prime Mover – annually or _____kms.

Service Type C - Trailer & Dolly – annually.

During the six months period prior to entry into the Accreditation scheme, the Company's vehicles will be certified roadworthy by a qualified person experienced in the inspection of heavy vehicles, in accordance with the National Roadworthiness Guidelines (Vehicle Standards) and the Australian Design Rules.

The signed Accreditation Roadworthiness Checklist forms will be filed in the Accreditation Manual.

"Normal" Operating Conditions:

Service Type A will be performed on the prime mover and trailing equipment every _____kms and or according to use.

When this service is carried out it will be recorded on the Maintenance Record for that particular vehicle.

Service Type B will be undertaken after the completion of _____kms.

Service Type C will be undertaken every 12 months after the initial roadworthiness inspection.

Criteria: - 4.3

The Director/Owner is responsible to ensure that repairs and maintenance are undertaken by suitably qualified or experienced persons and or under the supervision of the Director/Owner.

A List of Preferred Supplies lists those persons and organisations authorised by the Company to undertake maintenance, repairs and supplying of parts to the Company equipment.

Criteria: - 4.4

A table of tolerances and wear limits for major components will be included in the accreditation manual.

STANDARD 5: RECORDS & DOCUMENTATION

The Maintenance Management System provides that documented evidence is maintained to demonstrate that it is operating effectively and managed by the Director/Owner.

Records will be available to show that, in accordance with set procedures:

Criteria: - 5.1

REQUIREMENT	DOCUMENT
Standard 1 -The Daily Check is being completed	Log Sheet
Standard 2 - Faults occurring on the road are being recorded and reported.	Fault Repair Register/Work Diary
Standard 3 - Faults are being repaired.	Fault Repair Register/Work Diary
Standard 4 - Equipment are being maintained as per set periodic schedules	Maintenance Record
Standard 4 - Maintenance/Serviceing personnel are suitably experienced and or qualified.	List of Preferred Suppliers
Standard 5 - Records, procedures and methods in place under the system are regularly reviewed.	Internal Review & Compliance Statements

Criteria: - 5.2

Upon taking up duties, operators and maintenance personnel (where appropriate) receive a list of responsibilities from Management and are made aware that a copy of the Maintenance Management System Manual is available at their request.

Criteria: - 5.3

The responsible person will compile and update as applicable a register of equipment nominated for inclusion in the accreditation Scheme – “Vehicle Register”.

Details for each nominated vehicle:

- Type of unit
- Manufacturer
- Date of construction
- Registration number; and
- Unique identifier (VIN)

STANDARD 6: RESPONSIBILITIES

Criteria: - 6.1

As each procedure in the Maintenance Management System Manual is described, responsibility for it is allocated to the relevant person in the Company's operations.

- Director/Owner/Manager
- Operators.

Operators Responsibilities

Before departing each day:

- carry out Daily Vehicle Check
- check Fault Repair Register – consult with management if any faults are not signed off as repaired.

Daily Vehicle Check:

- Carry out Daily Vehicle Check as per check list on Log Sheet/Checklist.
- Record on Log Sheet that the check has been completed.
- By acknowledging the Daily Vehicle Check is completed the operator is to understand that they are certifying the equipment is safe to the limits of the inspection.

Fault Procedure:

- Identify Fault.
- Record details of fault on Fault Repair Register
- Report fault to Management by mobile if possible.
- Management will determine priority for repair operator to record decision on the Fault Repair Register.
- If applicable the operator is to ensure fault is monitored as per Management decision during the remainder of the trip.
- When repair is undertaken, operator to record in Fault Repair Register.

Mechanic Responsibilities

- Carry out Service Type 'A', 'B' and 'C' as requested by Management.
- Check the Fault Repair Register and carry out repairs as authorised by Management.
- If the mechanic discovers a fault, record it in the Fault Repair Register and report to Management – follow procedure in Maintenance Management System Manual.

Management Responsibilities

- Operator's responsibilities when they are in charge of a vehicle.
- Determine priority for repair of faults occurring on the equipment they are operating and also in those of the employed operator.
- Perform Service Type 'A', 'B' and 'C' and repairs they are competent to carry out.
- Ensure Maintenance Management system procedures are followed.

- Update "List of Preferred Suppliers" as applicable.
- Update "Vehicle Register" as appropriate.
- Provide training as necessary to operators.
- Complete Internal Reviews and Quarterly Compliance – in the event of a non compliance with procedures, it must be recorded and determine appropriate remedial action and follow up. Maintain Non Compliance Register.
- Amend documentation as required.

STANDARD 7: INTERNAL REVIEW

Relevant documentation:

- Internal Review Planner
- Internal Review Matrix
- Non compliance & Improvement Request Form
- Non compliance Register
- Compliance Statement

Criteria: - 7.1

An internal review of the Maintenance Management System will be conducted annually by management prior to the external audit and or on an as need basis if there appears to be an issue.

The object of the review is to check that written procedures are being complied with and that the system continues to meet the necessary standards.

The Internal Reviewer will use the "Internal Review Matrix" to review all processes to ensure they are being conducted in accordance with the written procedures of the Maintenance System.

Criteria: - 7.2

Where possible the Internal Reviews are conducted by independent persons not connected with any procedures under review.

Criteria: - 7.3

"Non-compliance"

A non compliance report is raised when a measure against the Maintenance Management Standard for the company reveals a lack of performance against any standard.

All employees, drivers/operators, internal auditors and management are responsible for detecting non compliances and reporting to management as soon as possible.

If the review reveals a departure from written procedures – or if such a departure is discovered by any other person at any other time during the Company's operations –this "non-compliance" will be reported to and detailed on the "Non-compliance and Improvement Request Form"

Management will follow up to make sure any corrective action decided upon is being undertaken and is working. Evidence of non compliances and the action taken to correct them will be retained by Management in the form of a "Non-Compliance Register"

Criteria: - 7.4

"Quarterly Compliance Statement"

These will be completed by Management on the addition or deletion of any equipment plus the following information:

- The number of vehicles in your accredited fleet;
- The total number of daily checks conducted over the period and the total number of incidences where the check was not done;
- The total number of services and total number of incidences where services were not carried out at the recorded intervals; and
- The total number of fault repairs and total incidences when faults were not closed out.

Criteria: - 7.5

"Updating of Procedures"

The Director/Owner/ Administration are responsible for updating procedures that will prevent a reoccurrence of a non compliance.

Criteria: - 7.6

The Director/Owner/ Administration is responsible for maintaining superseded procedures and all other documentation relevant to reviews for future audits.

STANDARD 8: TRAINING & EDUCATION

Relevant Documentation:

Inductions

Training Record

Criteria: - 8.1

All training and education undertaken to support accreditation will be recorded on the person's Training Record. Refresher training will be undertaken by appropriate personnel when non compliances highlight the need for training to be part of the corrective action and such training is entered on the Training Records by the Director/Owner/Administration as appropriate.

Each employee involved with the Maintenance System has received training in each standard and they have been issued with a copy of the relevant documents.

FATIGUE MANAGEMENT SYSTEMS MANUAL

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STANDARD 1: SCHEDULING

Criteria: - 1.1

Schedules are prepared in accordance with the WAOSH Code of Practice for Fatigue Management for commercial vehicle drivers.

Criteria: - 1.2

Drivers are to be responsible for ensuring they do not operate outside the approved "commercial vehicle operating standard" requirements.

Criteria: - 1.3

Schedules are prepared in consultation with the Operator to ensure that Operators are operating within the approved operating standards

Solo operators engaged on Long Distance Runs operate under the operational Standard and complete a weekly trip sheet (timesheet). Drivers who continually exceed the approved working and driving hours are to be disciplined and re trained in the Regulations to ensure they understand the requirements and the standard and the risks imposed on themselves and the community if they continue to exceed the allowable hours. In the case of an operator exceeding the hours evidence is gathered, recorded and an NCR to be written with follow-up actions to ensure the practise does not continue.

Criteria: - 1.4

Trip schedules to be set to provide the flexibility to manage unforeseen circumstances that require the scheduled to be changed ie loading and unloading times, weather conditions etc.

Criteria: - 1.5

Relevant Documentation:

- Log Sheets
- Fatigue Operating Standards
- Scheduling and Rostering Requirements

Criteria: - 1.6

The same scheduling practices apply to all drivers, casual, relief, labour hire and subcontracted drivers.

STANDARD 2 – ROSTERING

Criteria: - 2.1

Schedules are prepared in accordance with the WAOSH Code of Practice for Fatigue Management for commercial vehicle drivers.

Criteria: - 2.2

Drivers, where practical, do not operate outside of the approved standards.

Control measures are defined where it is not practical for drivers to comply with the standards.

Company operating procedures provide drivers with flexibility to effectively merge working time.

Where practical and reasonable scheduling practises will include appropriate pre trip or forward planning to minimise fatigue.

Drivers are not required to drive unreasonable distances in insufficient time and without sufficient notice and provision for adequate rest.

Schedules will be developed that provide drivers with greater opportunities for sleep

The Fatigue Management System will document instructions for rostering that ensure:

Rosters to be arranged for drivers to maximize the opportunity to recover from the effects or onset of fatigue.

Factors to be taken into account when arranging rosters and schedules:

A commercial driver is given at least 24 hours notice to prepare for working time of 14 hours or more.

A commercial driver is not permitted to exceed 168 hours of working time in any 14 day period.

Total non working time in any 72 hours is at least 27 hours.

A solo commercial vehicle driver has at least one continuous 7 hour period of non working time in any 24 hour period and preferably between 10pm and 8am.

Continuous periods of work time do not exceed 5 hours before a break of at least 10 minutes is taken.

Schedules to allow for an average of 20 mins breaks from driving for each 5 hours of work time for a commercial vehicle driver and a minimum break from driving of at least 10 consecutive minutes at the end of 5 hours work time.

Maximise the opportunity for sleep and to prepare for a trip by minimizing very early departures.

A commercial vehicle driver has at least two continuous period of 24 hours non-work time in 14 days.

Minimise irregular or unfamiliar work rosters.

Minimise schedules and rosters that depart from daytime operations when commercial vehicle drivers return from leave: commercial vehicle drivers returning from leave require time to adapt to working long hours especially at night.

Ensure 24 continuous hours of non-work time between shift changes when commercial vehicle drivers work a continuous rotating shift system of 5 days or more.

Time doing work that is incidental to the driving, such as servicing and maintaining the vehicle or operating mobile plant is counter as work time and needs to be taken into account when planning trips.

Control Measures

To ensure compliance with the operating standards Atom Ant Earthmoving will adopt the following practices when a commercial vehicle driver is likely to work more than 14 hours in consecutive 24-hour periods.

Replace commercial vehicle driver with a fresh relief driver, where practicable.

Reduce the period of work time in the next 24-hour period to ensure that at least 27 hours of non work time is available in any 72 hour period, to recover from the effects of any accumulated sleep debt.

Set schedule so commercial vehicle driver can rest when and where most appropriate.

Use shared driving, driving with a relief driver (two-up driving).

Split trip into shorter continuous driving periods.

Schedule rest to precede or coincide with high fatigue rest times, e.g. night and dawn.

Change customer pick-up or delivery times where possible.

Allow for a day of non-work time after a trip.

Remove or modify tasks incidental to the driving, such as loading / unloading, refuelling, etc, that it is not necessary for the commercial vehicle driver to perform.

Ensure a commercial vehicle driver's roster is as regular as practicable.

Employ a commercial vehicle driver on light non-driving duties at the depot to allow sleep at home.

Ensure a solo commercial vehicle driver has the opportunity for at least 7 continuous hours of rest in each 24-hour period and preferably between 10pm and 8am.

Ensure the commercial vehicle driver has access to medical or other appropriate assistance.

Train commercial vehicle drivers in the risk factors that may affect fitness for duty and provide relevant control measures.

Criteria: - 2.3

The Operator is responsible for the preparation of rosters for shift change.

Rosters are prepared on accordance with the WAOSH Code of Practice for Fatigue Management Operating Standard adopted by the Operator.

Operating Standards

At least 20 minutes of breaks form driving for every five hours of work time including a break of at least 10 consecutive minutes after five hours of work
No more than 168 hours of work time in any 14 day period.
At least 27 hours of non-work time in any 72 hour period.
At least three periods of at least seven continuous hours of non-work time in any 72 period (included in the item above).
No more than 17 hours between non-work periods of at least seven continuous hours
If there is shiftwork on five or more consecutive days, at least 24 continuous hours of non-work time between shift changes.
At least four periods of 24 continuous hours non work time in any 28 day period (provided hours of work
OR
Are reduced to 144 hours in any 14 day period within the 28 days.

Scheduling and Rostering Requirements

- Operators must be given at least 24 hours notice to prepare for Working Time of 14 hours or more
- Working Time must not average more than 14 hours per 24 hours over 12 days. (It is a rolling 24 hour period)
- Maximum consecutive periods of Working Time exceeding 14 hours are zero. (Unless adequate counter measures have been put in place)
- Continuous periods of Active Work must not exceed 5 hours flexible schedules permitting Short Break Time or discretionary
- Sleep.
- A solo Operator should have the opportunity for at least 7 hours of continuous sleep in the 24 hours and preferable between the hours of 10pm and 8am.

- Where night work exceeds two consecutive period of work between 10pm and 8am, compensation of more than one day off in seven should be built into the work cycle.

Criteria: - 2.4

The records of working and driving times (log sheets) plus trip schedules are to be monitored on a regular basis to ensure compliance to the standard. Employee compliance with these policies is required as a condition of employment. Failure to comply may result in disciplinary action up to and including termination of employment.

Safety is critical to the business and any breach of the standard requirements will be taken very seriously.

In situations where an employee's breaches and or actions constitute serious misconduct, immediate dismissal may occur.

Criteria: - 2.5.

Through monitoring of the log sheets and trip schedules is to be completed to ensure if there are any fatigue related breaches they are detected in a timely manner and addressed accordingly. An NCR must be raised in the event of a fatigue related breach, retraining for the operator and or disciplinary action to take place. Once it is evident the breach has been followed up and the chance of reoccurrence has not happened the NCR will be closed out.

STANDARD 3 - FITNESS FOR DUTY

Criteria: - 3.1

Drivers are to acknowledge the importance of understanding the risks associated with drugs and alcohol in the workplace by signing a "Drivers Readiness for Duty/Drug and Alcohol Statement" which clearly states "drivers must present themselves fit for duty unimpaired by fatigue, alcohol or drugs".

Drivers are required to present themselves in a fit state for duty.

This includes a clear recognition that they have a responsibility to understand and comply with the Companies Fatigue Management and Drug Alcohol Policy.

All drivers are to acknowledge their fitness for duty on a daily basis by ticking the relative box on the Daily Trip Sheets.

Drug & Alcohol Policy

It is recognised that the inappropriate use of drugs and alcohol by Operators can lead to major deficiencies in an individual's work performance and is a contributing factor in Industrial accidents, driving accidents and road fatalities.

The aim of this policy is to eliminate hazards associated with Operators affected by drugs or alcohol whilst in this companies employ and within the community.

It aims to provide pro-active assistance to Operators to overcome problems associated with the inappropriate use of drugs and alcohol.

Procedure

This organisation regards an individual's dependence on alcohol or other drugs as a potentially treatable condition and as such, allowances for treatment will be made as for any other illness.

The decision to take drugs or alcohol is the choice of the individual.

This organisation becomes concerned when it effects or interferes with their job performance, customer relations, other employees and other road users.

Operators who feel they are developing or already have problems with drug or alcohol dependence are encouraged to report their concerns. Referral to appropriate treatment organisations through the Operators medical source is recommended.

Where a deterioration of an Operator's performance is evident, it should be remembered there may be a medical reason for this, an Operator may seek medical advice through the Operator's medical source.

The decision to undertake treatment is the responsibility of the individual. Assistance and the treatment should be arranged through the Operator's medical source.

Operators who refuse to accept assistance where drugs and alcohol abuse is proven and experience a subsequent recurrence of such abuse whilst in the employ of any organisation will have their employment terminated.

Any organisation would reserve the right to request any Operator, which it suspects as being impaired or unable to properly and safely perform their duties because of the influence of alcohol or drugs, to attend a medical practitioner of that company's choice for examination or employee assistance/ counsel program.

If an Operator refuses to seek treatment to deal with the problem and an Operator's performance has deteriorated, or if after a reasonable time following treatment there is no clear or consistent improvement in the Operator's performance, the Operator would be classed as not meeting acceptable driving standards and this may result in termination of employment.

During treatment, employees are entitled to normal sickness benefits.

Where medical advice indicates that an Operator is unlikely to be able to return to their position, termination of employment may be necessary.

This drug and alcohol policy does not exist to protect or exempt Operators from statutory or legal requirements. These apply regardless.

An Operator who presents for work under the influence of drugs or alcohol and is deemed unfit for duties will be subject to disciplinary action.

This attitude will be adopted for those Operators who abuse drugs and alcohol during the course of a working period.

The company will monitor the fitness for work of themselves and employees at all times.

Criteria: - 3.2

Contained in this policy a statement

Criteria: - 3.3

If employees breach this standard the first process will be education. The purpose of this approach is to enable employees to inform themselves about the impact of the breach.

If the employee breaches this standard again they will be encouraged to undergo rehabilitation and or additional training. Further breaches of this policy will result in disciplinary action up to and including termination.

Criteria: - 3.4

Operator's fitness is by direct supervision when reporting for duty.

An Operator's ability to perform the allocated work task is directly affected by the way they have used their rest breaks and time away from work.

While it is not reasonable to intrude into how Operators spend their rest breaks, every effort is made to inform Operators and their families of the benefits of a

balanced lifestyle. If there is reasonable doubt about an Operator's fitness for duty, the company will not allow the operator to operate a vehicle until they have been assessed as safe to do so.

A second job may impact on an Operator's fitness for duty and Operators are made aware of the company's concern about such a practice.

Operators must not commence work when deemed to be fatigued or have been driving outside the agreed limits. An Operator who does so is guilty of violating this policy and may be subject to disciplinary action. Where problems relating to fatigue arise, the company will take whatever steps are necessary, given the circumstances, within the terms and conditions of employment.

The company reserves the right to request that an Operator, who it believes is unable to safely perform their duties because of fatigue or other forms of impairment, to attend a medical practitioner of the company's choice or an employee assistance counsellor.

Fatigue is a common problem in all forms of motor transport. It is defined as a "loss of alertness, which may eventually end in sleep". This loss of alertness is accompanied by poor judgement, slower reactions to events and decreased skill such as vehicle control.

Drivers must be aware of the impact that their non working times activities can have on their ability to safely perform their duties.

It is the responsibility of the driver to ensure they have adequate sleep during their non-working time.

Drivers must ensure that non-work activities and lifestyle do not impact on their ability to carry out their duties.

It is the duty of the driver to advise management of any outside activities that may impact on their ability to carry out their daily duties (eg second job, insufficient sleep, sporting activities).

If a driver reports for duty without having had sufficient sleep, or in an unfit state for any reason, then it is the driver's obligation to advise management of this situation before commencing duty.

Drivers are to acknowledge their understanding of the importance of being ready for work by reading and signing the "Drivers Readiness for Duty/Drug and Alcohol Statement" and reading the companies "Readiness for Duty Policy".

In the event of the operator being fatigue management and unfit for work management will ensure sufficient time off is given to ensure the operators sleep debt is repaid prior to recommencement of work.

Criteria: - 3.5

All drivers are required to undertake a regular health test by a suitably qualified medical practitioner.

The medical examination is to be in accordance with the Main Roads Western Australia 2002 Commercial Drivers Health Assessment using the appropriate forms.

While details of the medical test remain confidential between the medical practitioner and driver, management is to be advised if the medical practitioner believes the driver is unfit to drive for any reason whatsoever.

Regular medical tests are required as follows, however the medical practitioner may decide to vary the period between tests where necessary:

All ages - every three years unless specified other by the doctor.

Management will maintain records specifying name and age details of all drivers and dates of all medical tests. Any information relating to the drivers' employment restrictions will be maintained in confidential records.

Criteria: - 3.6

The conditions and expiry dates of medicals is to be recorded on the training record and or spreadsheet.

STANDARD 4 - Training & Education

Criteria: - 4.1

The Company will provide Fatigue Management training for management and drivers. The training program is to include the study of SafetyLine's Fatigue Management Training which can be found at www.safetyline.wa.gov.au.

New drivers will undertake induction training to give an immediate awareness of the companies fatigue management plan.

The Companies program trains drivers in the following:

- The Fatigue Management Plan
- Company policies and procedures
- Scheduling & Rostering records
- Checking of the working and driving records
- What is fatigue?
- The consequences of fatigue.
- The basic principles of fatigue management in the Code of Practice for Commercial Drivers.
- Identifying the causes of fatigue.
- Recognising the symptoms of fatigue.
- Strategies to better manage fatigue.
- How to make lifestyle changes.
- Penalties imposed for failure to comply with the OS&H Act 1984.

Criteria: - 4.2

When training has been completed, the individuals are to sign off and date Training Forms confirming successful completion of the training/education.

Criteria: - 4.3

Training of the company's operations, fatigue training, induction, company policies and procedures and any other relevant work instructions is to be completed prior to operating the vehicle. Verbal discussion can also form part of the training and awareness process. Training and education are to be appropriate to the need. This may include formal, written and on the job instruction combining the theory with practical application.

This is to be recorded on the Training Forms when completed.

Criteria: - 4.4

The training records are reviewed as part of the internal review and or as a result of an incident that requires reviewing and following up. Refresher Fatigue training is to be updated every 2 to 3 years.

Criteria: - 4.5

It is the company's responsibility to ensure all personnel is trained and has access to this manual and any other relevant company information. In the event of changes to processes then the changes must be communicated to the operators. Each Operator has received instructions and has a copy of the Commercial Vehicle Operators Code of Practice.

Criteria: - 4.6

The driver's log sheets are checked for hours, breaks from driving and work time errors against the fatigue standards.

STANDARD 5 - ACCIDENTS - INCIDENTS

Criteria: - 5.1

All fatigue related incidents are recorded regularly and reviewed by Management.

Criteria: - 5.2

All incidents including near misses must be reported to Management.

The person reporting the Accident/incident must complete the relative forms with all pertinent information. Accidents and incidents form must include, who was involved, what vehicle type or combination was involved, where it occurred, when and what were the circumstances.

Criteria: - 5.3

Follow up and remedial action must be reported on all A&I Forms following a report.

Following a fatigue related incident the Fatigue Management System will be reviewed.

STANDARD 6 - WORK PLACE CONDITIONS

Criteria: - 6.1

Shower and lunchroom at depot where appropriate to enable operators manage their fatigue. Facilities including comfortable beds, toilets, showers and drinking water will be provided

The seat for a driver in a heavy vehicle must be securely attached to the vehicle, seating suspension that is adjustable to operator's weight and height and comply the current ADR design rules.

Vehicles that are used for sleep during periods of *Non Working Time* should be fitted with, as a minimum standard – a sleeper berth which meets ADR42 (Sleeper berths).

Criteria: - 6.2

The vehicle cabin meets the requirement of the Occupational Safety and Health Act and includes, as a minimum, ventilation in accordance with ADR 42.20 and seating suspension that is adjustable to operator's weight and height.

Truck cabin is air conditioned where practicable, are comfortable and checked before the trip.

Vehicles that operate north of the 26th parallel between 1 October and 31 March should be air conditioned and if the vehicle is used as an alternate sleeping accommodation the air conditioning should be able to be run continuously while the vehicle is stationary

STANDARD 7 - DOCUMENTATION & RECORDS

Criteria: - 7.1

The Operator is responsible for the maintenance of all documentation and records and updating applicable thereto i.e.

- Docket
- Rosters as applicable
- Schedules as applicable
- Statutory Requirements (Operators Licence)
- Personnel Files
- Other Licenses
- Training Records
- Instructions Issued
- Report Forms

Records are filed in the appropriate file.

Criteria: - 7.2

All required records are legible and identifiable to the vehicle, driver and trip involved.

Criteria: - 7.3

All drivers must maintain a trip record for all trips recording – work time, breaks from driving and non-work time.

Criteria: - 7.4

All of the operator daily log sheets record – work time, breaks from driving and non-work time as the trip progresses.

Criteria: - 7.5

Policies and procedures are available to the drivers where operations related to fatigue management are undertaken.

A copy of the operating fatigue standards is kept in the vehicles.

Criteria: - 7.6

Policy and procedures in place and responsibility defined within the manual and individual policies

All documentation is archived and retained for 3 years.

Documentation meets the standards and available for internal review purposes.

Criteria: - 7.7

All documents are kept for a minimum of three years. This includes superseded procedures.

Criteria: - 7.8

The following documentation will be recorded:

- Driving Hours - including start and finish times
- Scheduling - Daily Work Sheets
- Rosters - where applicable
- Incident reports

- Training Records
- Details of medical certificates
- Details of any medical disorders that may impact on driving or working ability and any actions that may be taken
- Dates of medical examinations - A copy of all medical certificates are to be made available to the Company by the driver.

Drivers are required to complete Daily Trip Sheets indicating hours worked, breaks taken and any fatigue related incidents.

The Company reviews all time records to ensure they comply with the Code of Practice and identify any variations or activities outside the guidelines.

The Company maintains confidential records, including copies of current medical certificates of all drivers, along with details of any work restrictions imposed and, where applicable, rehabilitation programs.

STANDARD 8 - RESPONSIBILITIES

Criteria: - 8.1

Management accepts its' responsibilities as follows:

Recognise the importance of the Fatigue Management Plan in providing a safe working environment for its drivers.

Ensure that rosters take account of, and are within, the guidelines set out in the Code of Practice.

Ensure that all staff undertake suitable training in managing fatigue.

Ensure drivers are provided with suitable workplace conditions that provide a safe working environment and minimise fatigue.

Make available a copy of the Fatigue Management Code of Practice to all drivers.

Ensure that all drivers undertake appropriate regular medical checks in accordance with the Main Roads Western Australia 2002 Commercial Drivers Health Assessment. A record of these medical checks is to be maintained by the Company.

Maintain a record of all fatigue related incidents and review those records from time to time.

Ensure all staff adheres to the Companies policy on "Drugs and Alcohol" and "Readiness for Duty".

Undertake regular monitoring and appraisal, including random drug and alcohol testing on drivers, where practicable.

Ensure clients are aware of the Companies Policies on fatigue management and unreasonable requests for deliveries or services are unacceptable.

Drivers

Drivers accept their responsibilities as follows:

Be aware of the impact of fatigue on their work performance levels.

Present themselves in a fit state for work when reporting for duty.

Advise management 8 hours prior to start time (or as soon as possible) if, for any reason, they are unable to report for duty on that day.

Be aware of and abide by the Companies "Readiness for Duty Policy" and "Alcohol and Drug Policy" and in particular:

That all drivers reporting for duty must have a zero blood alcohol level and be drug free in accordance with the Australian Standard No. AS 4308/95.

Where drugs have been prescribed by a medical practitioner, drivers must be aware of any side effects that may occur from any medication taken.

Advise management immediately if, in their opinion, either of the above policies have been breached.

Comply with the rosters including taking the required rest breaks. Report any fatigue related incidents, along with any other incidents that may impact on rosters. Agree to regular appraisal and monitoring as well as random drug and alcohol testing by management.

Participate in training and education programs provided by the Company on managing fatigue.

Administration Documentation

It is the responsibility of the Operator to file and update as requested all documentation in relation to company policies.

Criteria: - 8.2

Employee compliance with these policies is required as a condition of employment. Failure to comply may result in disciplinary action up to and including termination of employment.

Safety is critical to the business and any breach of this policy will be taken very seriously.

Employees whose behaviour clearly indicates they are affected by drug or alcohol use while on Company premises, off-site work locations or elsewhere while on Company business may receive disciplinary action up to and including termination of employment.

Employees who choose to consume alcohol and fail to comply with the requirement to consume alcohol moderately at any off-site work function may be subject to disciplinary action up to and including termination of employment.

An employee who damages Company property or who places the safety of himself/herself or others at risk or otherwise engages in misconduct whilst under the influence of alcohol or drugs may be subject to disciplinary action up to and including dismissal.

In situations where an employee's actions constitute serious misconduct, immediate dismissal may occur, even if the employee is under the influence of drugs or alcohol.

The employee may be asked to compensate for any damage to people or property caused by their conduct.

Criteria: - 8.3

The operator's responsibilities are defined and communicated. Access the written record of what the operator's responsibilities are held with this manual and available.

STANDARD 9 - Internal Review

Criteria: - 9.1

The Operator is responsible for ensuring an internal review of the records; procedures and systems covered in this manual is conducted on at least an annual basis. This audit is to be conducted, by using a copy of this manual as a guide to ensure policy and procedure are being followed.

The fatigue management system is subject to regular annual review to ensure all processes and procedures are being followed. The internal review matrix will be completed in accordance to the internal review planner utilising this manual, Main Roads Standards and completed documentation. This review will also detail areas of non-compliance and areas of possible improvement.

Criteria: - 9.2

Where possible the internal reviewer should be someone impartial to this operation but as a small operation management will undertake the review.

Criteria: - 9.3

Appropriate records must show the process is being followed. The audit should also examine the relevance of procedures to the operation and be used to identify opportunities for improvement. This task should serve as a performance review of the entire operation.

The review is to cover the following three critical areas:

- Operator working and driving records
- Training
- Medical

All non-conformances identified at any time during the year, including during regular compliance reporting, are to be corrected and management is responsible for taking action so instances of non-conformance are not repeated.

The handling of non-conformances include:

- How non-conformances can be detected;
- Who is responsible for detecting them;
- Who else should be told about them;
- The corrective action to be taken;
- Timeframes for reporting identified non-conformances; and
- How the responsible person is to document the process so the non-conformance does not recur.

Evidence of non-conformances and the action taken to correct them is retained. This is completed on the non-conformance register.

Criteria: - 9.4

A written report is to be prepared and should identify any/all non-conformance with procedures. Non-conformances are to be detailed on the non-conformance report form. The Operator is to ensure all non-conformances, **including interception**

reports are corrected and documented by the relevant person, and maintain a record of action taken.

Criteria: - 9.5

Copies of internal review reports and corrective actions taken are to be retained for a minimum of 3 years and for reference for external auditing purposes.

The Operator is responsible for ensuring a quarterly review is conducted of the key compliance indicators of the operation.

This review must record statistics as follows:

- Medical valid and when next due.
- Total number of amendments to the manual for the reporting period.
- Total number of Non-conformance Reports and Interception Reports relating to fatigue management.

The quarterly compliance statement shall be reviewed and approved by the Operator. A signature will indicate this.

The results of the quarterly compliance statement will be used as a tool for continuous improvement.

All quarterly compliance forms will be kept as a quality record and available on demand and at the time of audit.

The quarterly compliance statement will be done in the week prior to the internal review.