

Procedure:	Fatigue Management	SOP FL-007
1.0 Purpose:	This Safe Operating Procedure (SOP) is developed to fulfill the requirements of the Work Health and Safety Legislation and relevant Codes of Practice and Australian Standards. This SOP forms part of the FOLEY LOGISTICS Work Health and Safety Management System.	
2.0 Scope:	This instruction applies to all Team Members, contractors and representatives of FOLEY LOGISTICS. This procedure shall be read in association with other Safe Operating Procedures and the Work Health and Safety Management System.	
3.0 Related Documents:	<ul style="list-style-type: none"> ● Work Health and Safety Legislation ● Work Health and Safety Management System 	
4.0 Location of Task:	FOLEY LOGISTICS locations where installed.	
5.0 Equipment Requirements:	High Visibility Vest/coat, safety footwear, safety gloves	

6.0 Procedure Steps:

Risk Assessment (Pre-cursor)

- Conduct a Risk Assessment of the driver and the planned trip and identify:
 - Driver
 - Does the driver look impaired in any way?
 - Fatigue
 - Drugs/Alcohol
 - General health
 - Do the drivers' hours exceed the maximum legal hours?
 - Do the drivers rest breaks meet minimum standards?
 - Trip plan
 - Does the planned trip exceed legal hours?
 - Does the planned trip allow for legal rest breaks?
 - Does the trip plan have a contingency for en-route issues?
- Use chart to calculate Risk Level
- Lodge risk assessment & SWMS
- Conduct random CoR check using "CoR Safety Declaration Form" on 10% of all trucks

		RISK LEVEL				
		Likelihood				
		Very likely	Likely	Possible	Unlikely	Highly Unlikely
Consequences	Fatality	25 - Extreme	20 - High	15 - High	10 - High	5 - Medium
	Major Injury	20 - High	16 - High	12 - High	8 - Medium	4 - Medium
	Minor injury	15 - High	12 - Medium	9 - Medium	6 - Medium	3 - Low
	First Aid	10 - Medium	8 - Medium	10 - Medium	4 - Medium	2 - Low
	Negligible	5 - Medium	4 - Medium	3 - Low	2 - Low	1 - Low

6.1

General

- Ensure fatigue planning meets legal requirements
- Ensure all "work" activities are included in fatigue planning
- Ensure drivers are not excessively delayed at any site
- Wear your PPE at all times
- "WORK" definition - Work is any activity including:
 - loading and unloading the vehicle

	<ul style="list-style-type: none"> ○ inspecting, servicing or repair work ○ cleaning or refuelling the vehicle ○ recording information or completing documentation (eg. your work diary). ○ Moving up in a queue ○ Attending Tool Box talks ○ Participating in meetings or business discussions ○ attending to the load or to passengers (on a bus) ○ instructing, training or supervising another person including learning to drive a heavy vehicle, learning a new route, making deliveries etc. ○ moving things on site ○ operating other equipment on site ○ participating in training or inductions i.e.. Even On-Line training <p>NOTE: Rest bands must be in 15-minute blocks as REST is rounded down and WORK is rounded up. Therefore 29 minutes of REST is deemed as 15 minutes of REST and 16 minutes of WORK is deemed as 30 minutes of WORK.</p>	
<p>6.2</p>	<p>Situation Appraisal</p> <ul style="list-style-type: none"> ● Inbound Loads <ul style="list-style-type: none"> ○ Observe the driver and look for signs of impairment ○ Check documentation of driver run, for exceeding legal hours ○ Check for fatigue management accreditation <ul style="list-style-type: none"> ■ Standard hour – 12 hours ■ Basic Fatigue Management (BFM) – 14 hours ■ Advanced Fatigue Management (AFM) – 16 hours ○ Discuss variation with driver ○ Commence Corrective Action Procedure ○ Issue “CoR Infringement notice” to Driver ○ Unload vehicle ● Outbound Loads 	

- Check documentation and ensure legal work hours not exceeded
- Check for fatigue management accreditation
 - Standard hour – 12 hours
 - Basic Fatigue Management (BFM) – 14 hours
 - Advanced Fatigue Management (AFM) – 16 hours
- Discuss failure with driver, loader or planner
- Commence Corrective Action Procedure
- Issue “CoR Infringement notice” to Driver, loader or planner
- Once rectified load vehicle
- Retrain driver / Loader/planner
- Site delays Inbound or Outbound – in excess of 1 hour above standard
 - Determine the length of delay
 - All time must be in bands on 15 minutes in eastern states and 20 minutes in WA
 - Discuss expected delay with driver and provide options:
 - Depart site and re-book
 - Issue “Fatigue Stand Down” to cover work hours
 - “Fatigue Stand Down”
 - Complete form and specify times and reasons for stand down
 - Complete driver’s details including vehicle registration details
 - Complete your details
 - Both to sign form
 - Copy to driver, copy to file
 - Direct driver to tea room/rest area away from vehicle
 - Call driver when return to work

<p>6.3</p>	<p>Corrective Action -</p> <ul style="list-style-type: none"> ● Issue #1 detected <ul style="list-style-type: none"> ○ Issue discussed with relevant party (Driver, loader etc) ○ Issue CoR Infringement Notice #1 <ul style="list-style-type: none"> ■ Details of CoR breach on infringement notice ○ Infringement noted in record book ○ Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention. ● Issue #2 detected <ul style="list-style-type: none"> ○ Issue discussed with relevant party ○ Issue CoR Infringement Notice #2 <ul style="list-style-type: none"> ■ Details of CoR breach on infringement notice ○ Infringement noted in record book ○ Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention. ○ Escalation to more senior level ● Issue #3 detected <ul style="list-style-type: none"> ○ Issue discussed with relevant party ○ Issue CoR Infringement Notice #3 <ul style="list-style-type: none"> ■ Details of CoR breach on infringement notice ○ Infringement noted in record book ○ Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention. ○ Escalation to executive level ○ Party notified of formal actions <ul style="list-style-type: none"> ■ Internal party = disciplinary cation ■ External party = banned for site for set period 	
<p>6.4</p>	<p>DO</p> <ul style="list-style-type: none"> ● DO make sure legal work hours 	

	<ul style="list-style-type: none"> • DO check drivers run sheets for hours worked • DO make sure rest breaks are recorded even on local work • DO verify certification of Fatigue Management e.g. BFM AFM • DO use Fatigue Stand Down form where applicable • DO make sure driver “rests” when on break 	
6.5	<p>DO NOT</p> <ul style="list-style-type: none"> • DON'T assume only driving hours are “work” • DON'T not ask a driver to do more hours than legal • DON'T assume all drivers are on BFM/AFM 	
7.0 Skill / Training Requirements:		8.0 Personal Protective Equipment:
<p>All required Team Members will be trained (or supervised under training) to operate all relevant plant and equipment required for this task.</p> <p>FOLEY LOGISTICS: Fatigue Management</p>		<p>This protective equipment MUST BE WORN for this procedure:</p>
9.0 Records	<p>Hard copy of all Safe Operating Procedures will be available on the Intranet at all times. Evidence will be maintained for all training undertaken in Safe Operating Procedures.</p>	



SAFE OPERATING PROCEDURE

FOLEY LOGISTICS

