



Australian Government

Department of Education, Employment and Workplace Relations

TLIF3063A Administer the implementation of fatigue management strategies

Release: 1

TLIF3063A Administer the implementation of fatigue management strategies

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to administer the implementation of fatigue management strategies, including monitoring the implementation of fatigue management strategies; and recognising breaches of fatigue management policies, procedures and regulations. It also includes developing and assessing staff competence in fatigue management; providing feedback to staff on any shortcomings in their fatigue management skills and knowledge; and reporting to management on the implementation of fatigue management policy. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Persons achieving competence in this unit will need to fulfil the requirements of the applicable Commonwealth and state/territory legislation and relevant regulations covering the management of fatigue in the workplace.

Work is performed under limited supervision generally as a team leader or supervisor. It involves the application of relevant regulations and the principles of fatigue management when administering the implementation of an organisation's fatigue management strategies during work operations in a defined workplace.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Monitor the implementation of fatigue management strategies	1.1 Work activities of employees, subcontractors and suppliers in the supply chain of products and services are monitored in accordance with the organisation's fatigue risk management implementation plan 1.2 Reviews are undertaken of scheduled versus actual hours of work and where a compliance breach is identified, appropriate action is taken to analyse the reasons concerned and to rectify the situation
2 Recognise breaches of fatigue management policies, procedures and regulations	2.1 Signs and symptoms of fatigue in employees are identified in accordance with operational procedures 2.2 Breaches of fatigue management policies, procedures and regulations in the work activities of employees, subcontractors and suppliers are recognised and reported as per standard procedures 2.3 Errors and incidents traceable to non-compliance with fatigue management procedures and regulations are investigated and reported in accordance with operational procedures 2.4 Appropriate action is taken in conjunction with employees, subcontractors or suppliers concerned to ensure ongoing and future compliance with the organisation's fatigue management policy and procedures
3 Develop and assess staff competence in fatigue management	3.1 Appropriate training programs and learning resources are developed and provided to ensure that employees understand the organisation's fatigue management policies and procedures and the risks, causes and consequences of fatigue 3.2 Employees are assessed to confirm that they are competent in their understanding of the organisation's fatigue management strategies and can apply them to their day-to-day work activities and responsibilities 3.3 Any deficiencies in the competence of individual employees to apply the organisation's fatigue management strategies to their work activities are identified, and appropriate learning opportunities are provided to the employee to enable her or him to achieve the competence required
4 Provide feedback to employees on any shortcomings in fatigue management skills and knowledge	4.1 Evidence of any shortcomings in an employee's implementation of fatigue management strategies is obtained and interpreted from observation of signs and symptoms of fatigue in their work activities, periodic evaluations of work performance, and assessments of competence carried out as part of training and learning activities 4.2 Employees are provided with feedback on any identified shortcomings in their implementation of fatigue management strategies and appropriate support and counselling is provided on how they might address these shortcomings

ELEMENT

PERFORMANCE CRITERIA

4.3 Where appropriate, further learning opportunities and information are provided to the employees to assist them in implementation of organisation's fatigue management strategies in their area of work activity

ELEMENT	PERFORMANCE CRITERIA
5 Report on the implementation of fatigue management policy	<p>5.1 Periodic audits of the implementation of fatigue management strategies in the work areas of responsibility are carried out as per standard procedures</p> <p>5.2 Accidents and safety incidents are investigated and analysed to identify the extent to which fatigue might have been a contributing factor</p> <p>5.3 Reports on the implementation of the organisation's fatigue risk management system are prepared and submitted to designated personnel as per standard procedures</p>

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

- Relevant codes, regulations, permit and licence requirements related to fatigue management
- Relevant OH&S regulations as they relate to fatigue
- Organisation's fatigue risk management system as it relates to the operational areas being administered
- Organisation's fatigue risk management system and the workplace policies and procedures related to fatigue management and the control of factors that can contribute to fatigue and fatigue-related accidents
- Responsibilities of both the organisation and individual employees for the implementation of fatigue management regulations and policies in an organisation including suppliers and sub-contractors in the supply chain of the organisation's services and products
- Procedures for the auditing and review of an organisation's fatigue risk management system and related policy and procedures, and for reporting the outcomes of audits
- The risks and hazards created by fatigue in the workplace
- Causes and consequences of fatigue on both employees and an organisation
- How fatigue affects workplace performance
- How fatigue contributes to workplace accidents
- Ways of recognising fatigue
- Strategies and ways of managing fatigue
- Factors which increase fatigue-related accidents
- Lifestyles which promote the effective long-term management of fatigue
- Ways of assisting individuals to assess their own sleep patterns and to evaluate their own fitness for work. This may include information on identifying sleep disorders and obtaining

REQUIRED KNOWLEDGE AND SKILLS

appropriate treatment

REQUIRED KNOWLEDGE AND SKILLS

- Options and resources for providing training and learning opportunities for employees on fatigue management and the implementation of an organisation's fatigue risk management system, including initial induction training, in-depth training on fatigue and fatigue management techniques, remedial training where existing competence is assessed as being insufficient, and refresher training on fatigue management
- Processes and resources for assessing employees' competence in fatigue management
- Ways of providing feedback to employees on any identified deficiencies in their competence to implement fatigue management strategies

Required skills:

- Communicate effectively with others when implementing the organisation's fatigue risk management system
- Read and interpret documentation on an organisation's fatigue risk management system and related policy, instructions, procedures and regulations related to fatigue management and apply them to supervisory activities
- Recognise breaches of fatigue management strategies and regulations and take appropriate action in accordance with organisation's fatigue risk management system
- Work collaboratively with employees and other management staff others to implement the organisation's fatigue risk management system
- Plan and organise training and learning opportunities for employees on fatigue management and the implementation of an organisation's fatigue risk management system
- Plan and carry out audits and reviews of an organisation's fatigue risk management system
- Modify activities and take appropriate initiatives to administer the implementation of an organisation's fatigue risk management system depending on differing contexts, risk situations and environments
- Adapt to any changes in regulations policies and procedures as they may relate to fatigue management
- Assist employees to identify their own learning needs on matters related to fatigue management

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the

EVIDENCE GUIDE**and evidence required to demonstrate competency in this unit**

requirements of the elements and performance criteria of this unit and include demonstration of applying:

- the underpinning knowledge and skills
- relevant legislation and workplace procedures
- other relevant aspects of the range statement

EVIDENCE GUIDE

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
 - relevant and appropriate materials and equipment, and
 - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
 - through activities in an appropriately simulated environment at the registered training organisation, and/or
 - in an appropriate range of situations in the workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Workplace may include:

- any work environment requiring safety critical operational judgements to be made and in particular when operating equipment, vehicles, load shifting equipment, trains, marine vessels and aircraft at night

Components of a fatigue risk management system include:

- risk management policy documents
- risk management procedures
- risk management competence assessment processes
- risk management training and learning opportunities
- hazard control system

RANGE STATEMENT

The need for fatigue management in a range of industry situations including:

- operations conducted at all times but particularly at night
- typical weather conditions
- while working and/or driving at a workplace, depot, base or warehouse
- while working and/or driving at a client's workplace or work site
- driving a motor vehicle on the open road
- driving a motor vehicle on a private road
- driving a train, locomotive or motive power unit
- operating a marine vessel in coastal or international waters
- operating an aircraft
- operating load shifting equipment
- operating safety critical industrial plant and equipment

Work-related factors that may contribute to fatigue include:

- work demands such as: workload, work duration, shift pattern, time of day, frequency and duration of breaks and the type of work (e.g. .working in isolation, repetitive tasks and boring, monotonous or under-challenging tasks)
- organisational factors such as: work environment (including temperature, ventilation, continual rhythmic vibration from equipment), payment system, trip and work scheduling, and the predictability of work

Worker/operator-related factors that may contribute to fatigue include:

- lifestyle factors such as: sleep patterns, alcohol and drug use, quantity and timing of food and drink, and opportunities for relaxation with family and friends
- working multiple jobs
- personal or biological factors such as: state of mental and/or physical health, inadequate sleep, sleep disorders, emotional stress, family responsibilities, relationship difficulties, inadequate competence to complete work tasks, and circadian rhythms

Responsibilities of organisation for fatigue risk management may include:

- providing support such as: complying with fatigue management regulations, developing and implementing appropriate policy and procedures, providing assessment, training and learning opportunities, and establishing and implementing error and incident reporting systems
- ensuring work schedules provide adequate opportunity for rest and recovery between shifts
- assessing work tasks for fatigue related risk and redesigning if necessary
- managing fatigued employees

Responsibilities of individual for fatigue risk management may

- following the organisation's fatigue management policy and procedures
- using time away from work appropriately to rest and

RANGE STATEMENT

include:

recover

- checking and ensuring fitness for work
- reporting symptoms of fatigue

Fatigue management competency-based training may include:

- initial induction training (incorporating a basic fatigue management component)
- fatigue management awareness training
- in-depth training on fatigue and fatigue management techniques
- remedial training where existing competence is assessed as being insufficient
- refresher training on fatigue management

Depending on the organisation operating procedures may include:

- standard operating procedures
- company procedures
- enterprise procedures
- organisational procedures
- established procedures

Information and documents may include:

- Commonwealth and state/territory regulations and guidelines concerning fatigue management in various transport and workplace situations
- fatigue risk management system documents
- workplace instructions and procedures on fatigue management
- reports of audits of fatigue risk management system
- error and safety incident reports
- relevant OH&S regulations and procedures
- relevant standards and certification requirements
- quality assurance procedures

Applicable legislation, regulations and codes may include:

- relevant regulations and codes of the Commonwealth Government and the state/territory roads and traffic authorities concerning fatigue management
- relevant state/territory road rules
- relevant rail industry safe working codes and regulations (where applicable)
- relevant state/territory permit regulations and requirements
- relevant state/territory OH&S legislation

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

F - Safety Management