TLIF3089A Implement fatigue management policies and procedures for rail infrastructure

Release: 1

INDUSTRY SKILLS COUNCILS
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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to implement fatigue management policies and procedure for rail infrastructure. It includes monitoring the implementation of fatigue management and recognising breaches of fatigue management policies, procedures and regulations. It also includes assessing staff competence in fatigue management, providing feedback to staff on 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. Persons achieving competence in this unit will need to fulfil the requirements of the applicable commonwealth and state or territory legislation and relevant regulations covering the management of fatigue in the workplace.

Application of the Unit

Work is performed under limited supervision generally as a team leader or supervisor within a rail infrastructure environment. 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

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	1.1 Work activities of employees, subcontractors and suppliers, if applicable, in the supply 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 rectify the situation 1.3 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
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, if applicable, are identified and reported according to 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 and suppliers, if applicable, to ensure ongoing and future compliance with the organisation's fatigue management policy and procedures
3 Provide feedback to employees on shortcomings in fatigue management skills and knowledge	3.1 Employees are provided with feedback on identified shortcomings in their implementation of fatigue management strategies and appropriate support and counselling are provided on how they might address these shortcomings 3.2 Where appropriate, information is provided to employees to assist them in implementing the organisation's fatigue management strategies in their area of work activity
4 Report on the implementation of fatigue	4.1 Periodic audits of the implementation of fatigue management policies and procedures in the work areas

management policy
of responsibility are carried out in accordance with organisational policies and procedures

4.2 Reports on the implementation of the organisation's fatigue risk-management system are prepared and submitted to designated personnel in accordance with organisational procedures

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 rail safety and OH&S legislation as they relate to fatigue
- Organisation's fatigue risk-management system as it relates to the operational areas being administered
- Risks and hazards created by fatigue in the workplace
- Causes, ways of recognising, and consequences of fatigue on both employees and an organisation, and ways of managing them
- Ways of assisting individuals to assess their own sleep patterns and evaluate their own fitness for work, including information on identifying sleep disorders and obtaining appropriate treatment
- 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
- Processes and resources for assessing employees' competence in fatigue management
- Ways of providing feedback to employees on identified deficiencies in their proficiency to implement fatigue management strategies

Required skills:

- Read and interpret documentation on an organisation's fatigue risk-management system and related policy, instructions, procedures and regulations relating 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
- Use appropriate numeric functions when carrying out reporting procedures
- Work collaboratively with employees and other staff to implement the organisation's fatigue risk-management system
- Identify training and learning opportunities for employees on fatigue management
- Assist employees to identify their own learning needs on matters relating 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 and evidence required to demonstrate competency in this unit	• The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the 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

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	• 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, 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, in particular when conducting rail safety work by day or night
Components of a fatigue risk-management system may include:	• risk management policy documents • risk management procedures • risk management competence assessment processes • risk management training and learning opportunities • hazard control system
Need for fatigue management in a range of industry situations includes:	• operations conducted at all times • extreme weather conditions • operating load shifting equipment • operating plant and equipment • operating rail vehicles • performing rail safety work

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 type of work (e.g. working in isolation, repetitive tasks)
	• excessive travel to and/or from worksite
	• organisational factors, such as:
	  • work environment
	  • trip and work scheduling

Worker/operator-related factors that may contribute to fatigue include:	• on-call work
	• lifestyle factors, such as:
	  • sleep patterns
	  • alcohol and drug use
	  • quantity and timing of food and drink
	  • opportunities for relaxation with family and friends
	• working multiple jobs
	• personal or biological factors, such as:
	  • state of mental and physical health
	  • inadequate sleep
	  • sleep disorders
	  • emotional stress

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	- family responsibilities - relationship difficulties - inadequate competence to complete work tasks - circadian rhythms
Responsibilities of organisation for fatigue risk management may include:	- ensuring work schedules provide adequate opportunity for rest and recovery between shifts - managing fatigued employees
Information and documents may include:	- federal and state or territory regulations and guidelines concerning fatigue management in workplace situations - risk management system documents - fatigue management system documents - workplace instructions and procedures on fatigue management - safety incident reports - relevant OH&S regulations and procedures - relevant standards and certification requirements - quality assurance procedures - workplace documents (e.g. pre-work briefs, toolbox briefs)
Applicable legislation, regulations and codes may include:	- relevant regulations and codes of: - the Commonwealth Government - state and territory roads and traffic authorities concerning fatigue management - relevant state and territory road rules - acts and regulations, including the Rail Safety Act - relevant state and territory permit regulations and requirements - relevant state and territory OH&S legislation

Unit Sector(s)

Not applicable.

Competency Field

F – Safety Management