



Australian Government

TLIF0006 Administer a fatigue risk management system

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit of competency involves the skills and knowledge required for road transport schedulers or supervisors/managers to administer a fatigue risk management system within the Transport and Logistics industry.

It includes identifying and managing risks associated with fatigue during heavy vehicle driving, operating within a fatigue risk management system, planning trips and updating records, and developing and implementing policies, procedures and strategies to minimise fatigue in the workplace.

Work is performed under limited supervision generally within a team environment.

Legislative and regulatory requirements are applicable to this unit. The primary legislative requirement of this unit of competency is the Heavy Vehicle National Law (HVNL).

Being awarded this unit of competency is a necessary requirement to obtaining National Heavy Vehicle Regulator (NHVR) Fatigue Management Accreditation but is only one of the criteria. Prospective applicants should check with the NHVR before undertaking training and/or assessment.

Pre-requisite Unit

Not applicable

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Manage heavy vehicle driver fatigue strategies

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1** Symptoms of fatigue in heavy vehicle drivers are identified in accordance with workplace procedures and regulations
- 1.2** Potential causes and symptoms of fatigue are identified and actions are taken to minimise their effects in accordance with the fatigue risk management system
- 1.3** Heavy vehicle driver schedules are planned and implemented in accordance with HVNL regulations, fatigue risk management strategies and driver consultation
- 1.4** Compliance within the workplace fatigue risk management system and related workplace procedures is managed
- 1.5** Compliance of heavy vehicle drivers operating and under exemption notice, is monitored and reviewed
- 1.6** Heavy vehicle drivers are provided with feedback on identified non-compliance with the fatigue risk management system
- 1.7** Training and/or counselling is supported by the supervisor to address heavy vehicle driver non compliance
- 1.8** Legal requirements and responsibilities for effective management of fatigue within the workplace for drivers are identified and monitored
- 1.9** Heavy vehicle driver health, wellbeing and personal fatigue risk management strategies are communicated with drivers and relevant personnel
- 1.10** Communication strategies are implemented to ensure heavy vehicle drivers are informed of relevant fatigue compliance obligations
- 1.11** Training is provided to develop and enhance heavy vehicle driver workplace fatigue risk management

- strategies
- 2 Operate within a road transport fatigue risk management system**
- 2.1** Driver completion of workplace induction in the workplace fatigue risk management system is ensured
 - 2.2** Road transport fatigue risk management system is reviewed and maintained in accordance with HVNL and workplace procedures
 - 2.3** Fatigue risk management plans and procedures are distributed to relevant personnel in accordance with workplace procedures
 - 2.4** Actions are taken in conjunction with relevant parties in the chain of responsibility to ensure compliance with the workplace's fatigue risk management policy and procedures
 - 2.5** Outcomes of incidents and safety investigations are reviewed and analysed to identify the extent to which fatigue may have been a contributing factor and corrective actions are taken as required
 - 2.6** External risk factors within the supply chain and chain of responsibility relating to the effects of fatigue are identified and reviewed in accordance with fatigue risk management regulations and corrective actions are taken as required
 - 2.7** Reports relating to non-compliance are submitted to relevant personnel with details of action taken to prevent recurrences
 - 2.8** Non-compliance from external parties in the chain of responsibility are recognised and reported in accordance with workplace procedures
 - 2.9** Exemptions for work, rest, emergency, and/or record keeping are identified and documented, as required
 - 2.10** Personnel who contribute to a non-compliance with workplace fatigue procedures are provided appropriate feedback
- 3 Schedule work and rest hours in compliance with a road transport fatigue risk management system**
- 3.1** Heavy vehicle driver rest and work hours are scheduled with consideration to the trip and road conditions in accordance with fatigue risk management workplace procedures and regulations

- 3.2 Heavy vehicle driver input into schedules is obtained and considered in planning heavy vehicle driver trips
 - 3.3 Changes in schedules/rosters and workplace procedures related to fatigue risk management are identified and managed
 - 3.4 Legal requirements, liabilities and responsibilities for fatigue risk management within the organisation are identified and applied
 - 3.5 HVNL fatigue risk management compliance and safety strategies are identified and implemented
 - 3.6 Reviews are undertaken of scheduled versus actual hours of work and where a non-compliance is identified, appropriate action is taken to analyse the reasons and to take corrective action
- 4 **Plan and navigate heavy vehicle trips**
 - 4.1 Trip conditions, timelines, work and rest requirements are planned and reviewed to ensure driver fatigue is minimised, in accordance with workplace procedures, driver fitness for work and HVNL
 - 4.2 Workplace procedures for loading and unloading a heavy vehicle are considered to ensure driver does not become impaired by fatigue
 - 4.3 Proposed trip is communicated with heavy vehicle driver/s and relevant personnel
 - 4.4 Deviations to proposed trip plan are communicated to heavy vehicle driver/s and relevant personnel in accordance with workplace procedures and regulations
 - 4.5 Unplanned situations are responded to in accordance with workplace procedures, in a manner that minimises risk to personnel and equipment
 - 4.6 Exemption requirements are planned in accordance with workplace procedures and regulations
- 5 **Update and maintain records**
 - 5.1 Workplace policies and procedures for fatigue risk management record storage and retrieval are implemented and monitored
 - 5.2 Road transport fatigue risk management system and workplace procedures are reviewed and amended, as required, to ensure compliance with HVNL

- 5.3 Work diary/records are monitored and reviewed for compliance with workplace procedures and HVNL
- 5.4 Relevant heavy vehicle workplace records are maintained in accordance with workplace policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This is a new unit.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>

Assessment Requirements for TLIF0006 Administer a fatigue risk management system

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions on at least two separate occasions and include:

- applying a road transport fatigue risk management system
- applying fatigue risk management principles when scheduling heavy vehicle drivers:
 - allowing for reasonably foreseeable circumstances when scheduling
- applying strategies to address signs and symptoms of heavy vehicle driver fatigue
- applying work health and safety (WHS)/occupational health and safety (OHS) workplace policies and procedures
- applying workplace fatigue risk management policies and procedures
- communicating with relevant personnel
- communicating unplanned events and deviations to relevant personnel
- complying with relevant fatigue Heavy Vehicle National Law (HVNL) requirements
- dealing effectively with unplanned events in accordance with workplace policies and procedures
- identifying and assisting heavy vehicle drivers with fatigue risk management implementation and issues identified
- identifying fatigue risk factors for heavy vehicle drivers
- implementing compliance with trip, work and rest requirements
- implementing risk mitigation control measures
- interpreting fatigue risk management principles
- monitoring and maintaining work diaries/records and all relevant workplace documentation in accordance with workplace procedures
- monitoring heavy vehicle driver signs and symptoms of fatigue
- participating in internal reviews and periodic audits
- planning and monitoring heavy vehicle trips
- preparing and actioning non-compliance reports
- providing feedback to inform heavy vehicle drivers about compliance when implementing the fatigue risk management system
- reading and interpreting relevant documentation on fatigue risk management regulations
- recognising non-compliance with fatigue risk management strategies and regulations, and taking appropriate action.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- chain of responsibility
- consequences of non-compliance and failure to manage fatigue within the chain of responsibility
- fatigue risk management hierarchy of risk control
- fatigue risk management key performance indicators including:
 - corrective action monitoring
 - trend analysis
- fatigue risk management principles
- fatigue risk management signs, symptoms and strategies
- heavy vehicle fatigue risk management workplace policies and procedures
- management of a fatigue risk management system including:
 - implementing a fatigue risk management system
 - monitoring a fatigue risk management system
 - planning implementation of a fatigue risk management system
 - reviewing a fatigue risk management system
- non-compliance and penalties related to relevant driver fatigue legislation
- parties in the chain of responsibility, including:
 - consignors/consignees
 - drivers and owner drivers
 - employers, prime contractors and operators
 - loaders
 - loading managers
 - packers
 - schedulers
- periodic audit requirements
- principal obligations relating to fatigue risk management in HVNL including:
 - consideration of traffic conditions in managing speed and fatigue
 - fatigue, work, and rest times
 - securing loads
 - trip conditions including vehicle dimension and load limits
- processes and resources for assessing heavy vehicle driver fatigue risk management competence
- program for assisting drivers to assess their level of fatigue and evaluate their own fitness for work, inclusive of sleep disorders
- record keeping responsibilities and compliance obligations
- relevant fatigue risk management training programs and support resources
- relevant WHS/OHS legislation

- resources for providing training on the implementation of the workplace's fatigue risk management system
- road transport fatigue risk management program
- strategies and requirements to ensure management of fatigue
- strategies required when non-compliance with fatigue HVNL is identified within the chain of responsibility
- training program for heavy vehicle drivers on fatigue risk management.

Assessment Conditions

Registered Training Organisations (RTOs) are required to be approved by the National Heavy Vehicle Regulator (NHVR) to deliver and assess this unit for NHVR accreditation purposes.

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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