



Australian Government

TLIF0007 Manage a fatigue risk management system

Release: 1

TLIF0007 Manage a fatigue risk management system

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 business owners and agents of heavy vehicle drivers to oversee and operate a fatigue risk management system within the Transport and Logistics industry.

It includes identifying legal requirements, responsibilities and liabilities for establishing and/or improving fatigue risk management implementation plans; operating within a fatigue risk management system; and managing operations.

It also includes communicating; updating records, policies and procedures; acting appropriately on reports and identified breaches of fatigue management regulations; and ensuring operational systems are compliant with fatigue management regulations and policy.

Agents of heavy vehicle drivers and/or business owners are defined as a ‘relevant party’ under Heavy Vehicle National Law (HVNL), with responsibility for operating policies and procedures; human resources and contract provisions; and arrangements for managing safety and fatigue risk management.

Legislative and regulatory requirements are applicable to this unit. The primary legislative requirement of this unit of competency is HVNL.

This unit is also intended for road transport business owners and agents of heavy vehicle drivers who in future may be required to satisfy National Heavy Vehicle Regulator (NHVR) Fatigue Management Accreditation legislative requirements. 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.

PERFORMANCE CRITERIA

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

1 Implement a heavy vehicle fatigue risk management system

- 1.1** Heavy vehicle fatigue risk management system and workplace policies and procedures are planned, developed and implemented
- 1.2** Workplace fatigue risk management system and related policies and procedures are managed and maintained
- 1.3** HVNL requirements, workplace procedures and duty of care for fatigue risk management are identified and managed in accordance with fatigue hierarchy of risk control
- 1.4** External risk factors within the supply chain relating to the effects of fatigue are identified and reviewed in accordance with fatigue management regulations
- 1.5** Appropriate action is taken in conjunction with relevant parties in the chain of responsibility to ensure compliance with the workplace's fatigue risk management policy and procedures
- 1.6** Appropriate action is taken to ensure communication with drivers and other relevant personnel regarding health, wellbeing and personal fatigue risk management strategies, takes place
- 1.7** 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** Fatigue risk management plans, policies and procedures are distributed to relevant personnel in accordance with workplace procedures
- 2.2** Fatigue risk principles are identified and applied while operating within a fatigue risk management system
- 2.3** Action is taken to ensure heavy vehicle driver rest and work periods are audited and managed in compliance with HVNL, taking into account driver fitness
- 2.4** Reports relating to non-compliance with workplace fatigue incidents are investigated and details of action

taken to prevent recurrences are documented in accordance with workplace procedures

- 2.5 Relevant personnel who contributed to a non-compliance with workplace fatigue procedures are provided with appropriate feedback
- 2.6 Outcome of incidents and safety investigations are reviewed and analysed to identify the extent to which fatigue may have been a contributing factor
- 2.7 Heavy vehicle regulation compliance and fatigue risk management strategies, are identified and implemented
- 2.8 Exemption notice requirements are applied in accordance with workplace procedures and the HVNL
- 2.9 Periodic audits of the fatigue risk management system are carried out in accordance with workplace procedures and HVNL
- 2.10 Legal requirements, liabilities and responsibilities for effective fatigue risk management in the workplace are managed and complied with
- 2.11 Management and scheduling of heavy vehicle driver rest/work hours, with consideration for trip and road conditions, is carried out in accordance with workplace procedures and HVNL
- 2.12 Processes are followed to identify signs and symptoms of fatigue in heavy vehicle drivers and action is taken in accordance with workplace procedures and HVNL
- 2.13 Potential causes and symptoms of fatigue are identified, documented and actions are taken to manage and minimise their effects in accordance with the fatigue risk management system, workplace policies and procedures
- 2.14 Trip conditions, timelines, work and rest requirements are planned and reviewed to minimise driver fatigue in accordance with workplace procedures
- 2.15 Deviations to proposed trips are advised to heavy vehicle drivers and relevant personnel in accordance with workplace procedures and HVNL

3 Manage operations within a road transport fatigue

- 3.1 Reviews/comparisons of trip schedules to actual work/rest hours are undertaken and where non-compliance is identified, action is taken to analyse,

risk management system	rectify and document the non compliance in accordance with workplace procedures
3.2	Heavy vehicle driver input into schedules is obtained and considered when planning trips
3.3	Trip conditions, timelines, work and rest requirements are planned and reviewed to minimise driver fatigue in accordance with workplace procedures
3.4	Heavy vehicle driver schedules are managed in accordance with HVNL and workplace procedures
3.5	Loading and unloading heavy vehicles are managed so as not to contribute to driver becoming impaired by fatigue in accordance with HVNL and workplace procedures
3.6	Audit requirements are continuously managed in accordance with HVNL and workplace procedures
4 Communicate required information to relevant personnel	4.1 Fatigue risk management system policies and procedures are communicated to all personnel, this communication is documented and training is provided to maintain compliance with HVNL
	4.2 Non-compliance involving external parties in the chain of responsibility is recognised, reported and communicated in accordance with workplace procedures and HVNL
	4.3 Heavy vehicle drivers are provided with feedback on identified non-compliance with fatigue risk management strategies
	4.4 Support, training and/or counselling is provided to heavy vehicle drivers to address non-compliance
	4.5 Changes in schedules/rosters and workplace procedures that impact on fatigue risk management are documented and communicated to relevant personnel
5 Update and maintain records	5.1 Fatigue risk management record storage and retrieval policies and procedures are followed
	5.2 Road transport fatigue risk management system and workplace policies and procedures are reviewed and amended as required to ensure compliance with HVNL

- 5.3 Work diary/records are monitored and audited for compliance with workplace procedures and HVNL, and audit findings are documented
- 5.4 Relevant heavy vehicle workplace records are maintained and stored in accordance with workplace policies and procedures, and HVNL
- 5.5 Potential fatigue hazards and control measures are listed on a fatigue risk management register in accordance with workplace procedures and HVNL
- 5.6 Exemptions to work and rest hours and/or record keeping are appropriately identified and documented
- 5.7 Workplace records, systems and procedures are reviewed to ensure compliance with HVNL

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 TLIF0007 Manage 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 and performance criteria on at least one occasion and include:

- applying relevant work health and safety (WHS)/occupational health and safety (OHS) legislation
- applying strategies to address signs and symptoms of heavy vehicle driver fatigue
- applying workplace fatigue risk management policies and procedures
- communicating effectively with relevant personnel
- complying with Heavy Vehicle National Law (HVNL) fatigue management requirements
- identifying fatigue risk factors for heavy vehicle drivers
- identifying, preparing and actioning non-compliance reports
- identifying relevant documentation on fatigue risk management and HVNL
- implementing a road transport fatigue risk management system
- implementing compliance with trip, work and rest requirements
- monitoring and maintaining work diaries/records and all relevant workplace documentation in accordance with workplace procedures and HVNL
- participating in internal reviews and periodic audits
- planning and monitoring heavy vehicle trips
- providing training on the fatigue risk management system
- recognising non-compliance with fatigue risk management strategies and HVNL, and taking appropriate corrective 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:

- actions required to address non-compliance with fatigue risk management procedures within the supply chain
- fatigue management signs, symptoms and strategies
- fatigue risk management hierarchy of risk control
- fatigue risk management principles

- heavy vehicle fatigue risk management workplace policies and procedures
- non-compliance and penalties related to relevant driver fatigue legislation
- parties within 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 options
 - loading and unloading heavy vehicles
 - securing loads
 - trip conditions including vehicle dimension and load limits
- processes and resources for assessing heavy vehicle driver fatigue management competence
- program for assisting drivers to assess their level of fatigue and evaluate their fitness for work in accordance with HVNL
- record keeping responsibilities and HVNL compliance obligations
- relevant WHS/OHS legislation
- risk mitigation control measures
- road transport fatigue risk management system
- strategies and requirements to ensure management of fatigue
- training resources for the workplace's fatigue risk management system
- training programs for heavy vehicle transport operators operating under a fatigue risk management system.

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, HVNL, codes of practice and operation manuals.

Links

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<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>