



Australian Government

TLIF3063 Administer the implementation of fatigue management strategies

Release: 1

TLIF3063 Administer the implementation of fatigue management strategies

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 involves the skills and knowledge required to administer the implementation of fatigue management strategies during work operations in a defined workplace in accordance with national and state/territory legislation and relevant regulations.

It includes monitoring the implementation of fatigue management strategies, recognising breaches of fatigue management policies, procedures and regulations, and developing and assessing staff competence in fatigue management.

It also includes providing feedback to staff on shortcomings in their fatigue management skills and knowledge, and reporting to management on the implementation of fatigue management policy.

Work is performed under limited supervision generally as a team leader or supervisor.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.

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

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| 1 Monitor the implementation of fatigue management strategies | <ul style="list-style-type: none">1.1 Work activities of employees, subcontractors and suppliers in organisation's products and services supply chain are monitored in accordance with organisation's fatigue risk management implementation plan1.2 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 | <ul style="list-style-type: none">2.1 Signs and symptoms of fatigue in employees are identified in accordance with operational procedures2.2 Breaches of fatigue management policies, procedures and regulations in the work activities of employees, subcontractors and suppliers are recognised and reported in accordance with standard procedures2.3 Errors and incidents traceable to non-compliance with fatigue management procedures and regulations are investigated and reported in accordance with operational procedures2.4 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 | <ul style="list-style-type: none">3.1 Appropriate training programs and learning resources are developed and provided to ensure employees understand the organisation's fatigue management policies and procedures, and the risks, causes and consequences of fatigue3.2 Employees are assessed to confirm they are competent in understanding the organisation's fatigue management strategies and can apply them to their day-to-day work activities and responsibilities3.3 Deficiencies in employee competence to apply organisation's fatigue management strategies to their work activities are identified, and appropriate learning opportunities are provided to enable employees to achieve required competence |
| 4 Provide feedback to staff on shortcomings in fatigue management | <ul style="list-style-type: none">4.1 Evidence of employee shortcomings in implementing fatigue management strategies is obtained and interpreted from observation of signs and symptoms of fatigue in work activities, periodic evaluations of work |

skills and knowledge	performance, and assessments of competence carried out as part of training and learning activities
	4.2 Employees are provided with feedback on identified shortcomings in their implementation of fatigue management strategies, and appropriate support and counselling is provided on how they might address these shortcomings
	4.3 Further learning opportunities and information are provided to assist employees implement organisation's fatigue management strategies in their area of work activity, as required
5 Report on the implementation of fatigue management policy	5.1 Periodic audits of the implementation of fatigue management strategies in the work area/s of responsibility are carried out in accordance with standard procedures
	5.2 Accidents and safety incidents are investigated and analysed to identify the extent to which fatigue might have been a contributing factor
	5.3 Reports on implementation of organisation's fatigue risk management system are prepared and submitted to designated personnel in accordance with standard 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 can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF3063A Administer the implementation of fatigue management strategies.

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 TLIF3063 Administer the implementation of fatigue management strategies

Modification History

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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:

- adapting to changes in relevant regulations, policies and procedures
- applying relevant legislation and workplace procedures
- assisting employees to identify their own learning needs on matters related to fatigue management
- communicating effectively with others
- modifying activities and taking appropriate initiatives to administer the implementation of organisation's fatigue risk management system depending on contexts, risk situations and environments
- planning and carrying out audits and reviews of organisation's fatigue risk management system
- planning and organising training and learning opportunities for employees on fatigue management and implementing organisation's fatigue risk management system
- reading and interpreting documentation on organisation's fatigue risk management system and related policy, instructions, procedures and regulations and applying this information to supervisory activities
- recognising breaches of fatigue management strategies and regulations and taking appropriate action in accordance with organisation's fatigue risk management system
- working collaboratively with employees and other management staff to implement organisation's fatigue risk management system.

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:

- causes and consequences of fatigue in relation to employees and organisation
- employee and organisation responsibilities for implementing fatigue management regulations and policies including suppliers and sub-contractors in organisation's services

and products supply chain

- factors that increase fatigue-related accidents
- hazards and risks created by fatigue in the workplace
- how fatigue affects workplace performance
- how fatigue contributes to workplace accidents
- lifestyles that promote the effective long-term management of fatigue
- options and resources for providing training and learning opportunities for employees on fatigue management and the implementation of 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 fatigue management refresher training
- 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
- organisation's fatigue risk management system as it relates to the operational area/s being administered
- procedures for auditing and reviewing organisation's fatigue risk management system, and related policy and procedures for reporting audit outcomes
- processes and resources for assessing employee fatigue management competence
- relevant codes, regulations, permit and licence requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) regulations
- strategies and ways of managing fatigue
- ways of assisting individuals to assess their own sleep patterns and to evaluate their own fitness for work such as providing information on how to identify sleep disorders and how to obtain appropriate treatment
- ways of providing feedback to employees on identified deficiencies in their competence to implement fatigue management strategies
- ways of recognising fatigue.

Assessment Conditions

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 must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

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.

Resources for assessment include:

- a range of relevant exercises, case studies and/or 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.

Links

Companion Volume implementation guides are found in VETNet -

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