



Australian Government

TLIF4064 Manage fatigue management policy and procedures

Release: 1

TLIF4064 Manage fatigue management policy and procedures

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 manage organisational fatigue management policy and procedures in accordance with relevant legislation and regulations.

It includes identifying legal requirements, liabilities and responsibilities for establishing and/or improving fatigue management implementation plans, policies and procedures. It also includes acting appropriately on reports and identified breaches of fatigue management regulations.

It also includes ensuring operational systems are compliant with fatigue management regulations and policy; planning and organising adequate resources and operational systems; and facilitating the training and assessment of staff on their responsibilities and fatigue management techniques.

Work is performed under minimum supervision generally as a manager.

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

Elements describe the essential outcomes.

1 Identify or confirm fatigue management legal

PERFORMANCE CRITERIA

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

1.1 Current legal requirements, liabilities and responsibilities for effective fatigue management within the organisation

requirements and responsibilities	are identified and interpreted
	1.2 Existing fatigue management plans, policies and procedures are obtained and reviewed
	1.3 Internal risks concerning the potential effects of fatigue are identified or confirmed and reviewed
	1.4 External risks within the organisational services and/or products supply chain concerning the potential effects of fatigue are identified or confirmed and reviewed in accordance with fatigue management regulations and the related chain of responsibility
2 Establish and improve fatigue management policy and procedures	2.1 Organisational fatigue risk management system implementation plan is developed or reviewed and improved
	2.2 Organisational fatigue risk management policy and procedures are developed or reviewed and improved in conjunction with relevant personnel
	2.3 Feedback is obtained on the implementation plan and related policies and procedures from key stakeholders internal and external to the organisation
	2.4 Appropriate adjustments are made to the plan, policies and procedures based on the feedback received
	2.5 Managerial approval for the fatigue risk management system implementation plan and related policies and procedures is obtained in accordance with organisational procedures
	2.6 Fatigue risk management system implementation plan and the related policies and procedures are distributed and presented to relevant organisational personnel for implementation
3 Act upon reports on the implementation of fatigue management policy	3.1 Reports from designated personnel on the implementation of the organisational fatigue risk management system implementation plan and related policies and procedures are received and interpreted
	3.2 Accidents and safety incidents are reviewed and/or investigated and analysed to identify the extent to which fatigue might have been a contributing factor
	3.3 Information provided in the reports indicating that fatigue management policy and procedures are not being

correctly implemented is analysed and an appropriate managerial response and related action is initiated

3.4 Opportunities for improvements to the organisational fatigue risk management system implementation plan and related policies and procedures are identified and appropriate action is taken to make the necessary adjustments

4 Act upon identified fatigue management regulations breaches

4.1 Identified or reported fatigue management policy breaches are investigated in accordance with organisational procedures and regulatory requirements

4.2 Action is taken to ensure internal and/or external personnel who may have contributed to any breach of fatigue management policy are provided with appropriate feedback and information to avoid recurrence of the breakdown in planned fatigue management processes

4.3 Where organisational procedures or culture is found to have contributed to a breach in fatigue management policy, appropriate action is taken to improve procedures or to address the culture in ways that aim to avoid a recurrence of the breakdown in planned fatigue management processes

4.4 Report on breaches of fatigue management policy is prepared and submitted to designated personnel with details of action taken to prevent a recurrence, in accordance with organisational procedures

5 Ensure that operations systems are compliant with fatigue management regulations and policy

5.1 All operations systems and standard operating procedures are reviewed in terms of their compliance with the organisational fatigue management regulations and policy

5.2 Where necessary, changes are made to operations systems and standard operating procedures to ensure that they are compliant

5.3 In accordance with the chain of responsibility principles, appropriate discussions are held with relevant personnel in supplier or subcontractor companies in the organisational supply chain to ensure their operational systems and standard operating procedures are compliant with the fatigue management regulations and policy

6 Plan and organise adequate resources and

6.1 Organisational budgets and resource allocation strategies are planned to provide adequate resources for the implementation of the organisational fatigue risk

operational systems**management system**

6.2 Periodic reviews are undertaken of budgetary and resource allocation arrangements as they relate to implementing the organisational fatigue risk management systems and appropriate improvements are made as required

7 Facilitate the training and assessment of staff on fatigue management policy and procedures

7.1 Organisational training systems are planned to provide competency-based on-the-job and off-the-job training and assessment opportunities as detailed in the organisational strategic plan

7.2 Team leaders, supervisory and training staff are provided with adequate opportunities to develop the required expertise to contribute to the organisational fatigue management training and assessment activities

7.3 Periodic reviews are undertaken of fatigue management training systems and appropriate improvements are made as required

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 TLIF4064A Manage fatigue management policy and procedures.

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 TLIF4064 Manage fatigue management policy and procedures

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 legislation and regulations as they relate to fatigue management
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when implementing the organisational fatigue risk management system
- facilitating systems that assist employees to identify their own learning needs about fatigue management
- modifying activities and taking appropriate initiative to manage the implementation of an organisational fatigue risk management system depending on differing contexts, risk situations and environments
- organising audits and reviews of an organisation's fatigue risk management system
- planning and organising budgetary requirements and resource allocation for implementing an organisational fatigue risk management system
- reading and interpreting documentation on fatigue management legislation and the organisational fatigue risk management system and applying them to management activities
- recognising breaches of fatigue management strategies and regulations and taking appropriate action in accordance with the organisational 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:

- budgetary and resource requirements for implementing an organisational fatigue risk management system
- causes and effects of fatigue on employees
- components of a fatigue risk management system, and policies and procedures related to fatigue management, and the control of factors that can contribute to fatigue and fatigue-related accidents

- factors that increase fatigue-related errors and accidents
- fatigue reduction and proofing strategies available to an organisation that can minimise the risk of errors and safety incidents due to fatigue such as assigning low risk tasks to periods when fatigue risk is higher
- 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 about fatigue management and implementing an organisational 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
- procedures for auditing and reviewing an organisational fatigue risk management system and related policies and procedures, and for reporting audit outcomes
- processes and resources for assessing employee fatigue management competence
- relevant legislation, regulations, permit and licence requirements related to fatigue management
- relevant work health and safety (WHS)/occupational health and safety (OHS) regulations as they relate to fatigue
- responsibilities of an organisation and individual employees for implementing fatigue management regulations and policies, including requirements agreed with suppliers and sub-contractors in the supply chain about organisational services and products
- risks and hazards created by workplace fatigue
- sources of information on fatigue
- strategies and ways to manage fatigue
- strategies for ensuring that the investigation and analysis of errors, safety incidents and accidents identify the extent to which fatigue is a contributing factor
- systems for auditing the effectiveness and efficacy of organisational fatigue risk management strategies, policies and procedures
- 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.

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

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 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.

Links

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