



Australian Government

TLIF4064 Manage fatigue management policy and procedures

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 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>