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1. OBJECTIVE

The objective of this procedure is to assist in the assessment and management of fatigue.

2. SCOPE

All personnel accessing PPA controlled areas or undertaking PPA controlled works are required to comply with this procedure, including employees, contractors, licensees and visitors.

3. DEFINITIONS

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Work Employee</td>
<td>An employee whose usual work hours are Monday to Friday during the hours of 6am and 6pm.</td>
</tr>
<tr>
<td>Fatigue</td>
<td>Is a state of mental and/or physical exhaustion which reduces a person’s ability to perform work safely and effectively. It can occur because of prolonged mental or physical activity, sleep loss and/or disruption of the internal body clock.</td>
</tr>
<tr>
<td>On Call</td>
<td>An employee that has received written instruction or other authorised direction that the employee is rostered to remain at the employee’s residence or to otherwise be immediately contactable by telephone or other means outside the employee’s hours of duty in case of a call out requiring an immediate return to duty.</td>
</tr>
<tr>
<td>Shift</td>
<td>The time an employee is undertaking work activities, inclusive of tea and lunch breaks but excluding shift hand over and operational briefs. Note – a person working 12 hours but then having a hand over is considered under this procedure to have worked a 12-hour shift.</td>
</tr>
<tr>
<td>Shift Work Employee</td>
<td>An employee whose usual hours are rostered and can occur on any day or time.</td>
</tr>
</tbody>
</table>

4. RESPONSIBILITIES

<table>
<thead>
<tr>
<th>ROLE</th>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managers, Superintendents and Supervisors</td>
<td>Personnel under their control are aware of, understand and comply with the requirements of this procedure.</td>
</tr>
<tr>
<td>Employees and contractors</td>
<td>Comply with the requirements of this procedure.</td>
</tr>
<tr>
<td>Licensees</td>
<td>Managers and those in supervisory positions must understand and comply with the requirements of this procedure and seek advice from PPA’s Health and Safety Department should they not understand any of the requirements. They also must ensure their personnel comply with the requirements of this procedure.</td>
</tr>
<tr>
<td>Visitors</td>
<td>Comply with all reasonable instructions given by your escort.</td>
</tr>
</tbody>
</table>
5. FATIGUE MANAGEMENT

All persons are required to present to rostered shifts or be on call sufficiently rested and capable of performing work duties for the duration of each shift or recall to duty. Where a person is concerned about their fatigue, or have external commitments which may result in fatigue, they must report this to their line manager immediately.

Any person taking medication, including prescription and over-the-counter medications which may cause fatigue must inform their line manager, who must monitor the person’s fitness for duty and assign alternate duties wherever appropriate.

The Personal Fatigue Assessment Form shall be completed when:

- an employee reports they are fatigued;
- a supervisor or peer observes signs or have concerns that an individual is fatigued (see section 5.1 for signs and symptoms of fatigue); or
- when required in section 6 of this procedure.

5.1 Signs and Symptoms of Fatigue

The following signs or symptoms may indicate a worker is fatigued:

- excessive yawning or falling asleep at work;
- short term memory problems and an inability to concentrate;
- noticeably reduced capacity to engage in effective interpersonal communication;
- impaired decision-making and judgment;
- reduced hand-eye coordination or slow reflexes;
- other changes in behaviour, for example repeatedly arriving late for work; and
- increased rates of unplanned absence.

A fatigued worker may also experience symptoms not obvious to others including:

- feeling drowsy;
- headaches;
- dizziness;
- difficulty concentrating;
- blurred vision or impaired visual perception; and
• a need for extended sleep during days off work.

6. OPERATIONAL WORK SCHEDULES AND ROSTERS

6.1 Shift Work – Port of Port Hedland Utah Bulk Handling Facility: Maintenance Team

The following conditions apply to Port of Port Hedland Utah Bulk Handling Facility Maintenance Team:

• minimum break between shifts should be 10 hours;

• any work outside the standard shift cycle (i.e. equal time fixed roster) shall be authorised and agreed by a line manager;

• shift workers shall have at least 48 hours off between the finish of one sequence and the commencement of the next;

• after working a sequence of 4 x 12 hour days, a shift work employee may work a further 2 x 12 hour day shifts;

• after working a sequence of 4 x 12-hour night shifts, any further work, up to a maximum of a further 2 nights, can only occur after the Personal Fatigue Assessment Form and the Prior Approval for Additional Night Shifts Form have been completed; and

• shift workers may work in excess of 12 hours, but no more than 14 hours except where practicable. If an employee works more than 14 hours PPA shall offer transport home.

The Personal Fatigue Assessment Form shall be completed when:

• a shift exceeds 12 hours; or

• prior to commencement of additional night shifts or attending after-hours callouts.

6.2 Shift Work – All Sites Excluding Port of Port Hedland Utah Bulk Handling Facility: Maintenance Team

Shift Work employees are employed in a variety of roles that are categorised as 24 hour operational. The following conditions apply to PPA shift work employees where practicable:

• minimum break between shifts should be 10 hours;

• any work outside the standard shift cycle (i.e. equal time fixed roster) shall be authorised and agreed by a line manager;
• with the exception of emergencies, at least 24 hours’ notice should be given before night work; and

• shift workers may work in excess of 12 hours, but no more than 14 hours. If an employee works more than 14 hours PPA shall offer transport home.

The Personal Fatigue Assessment Form shall be completed when:
• a shift exceeds 12 hours; or

• prior to commencement of additional night shifts or attending after-hours callouts.

6.3 Day Work

The following conditions apply to PPA day work employees where practicable:

• minimum break between shifts should be 10 hours;

• any work outside the standard shift cycle sequence shall be authorised and agreed by a line manager;

• day workers can work no more than 7 days in a row before having to complete the Personal Fatigue Assessment Form and identifying their next 24-hour break; and

• day workers should not work more than 14 hours. If an employee works more than 14 hours PPA shall offer transport home.

The Personal Fatigue Assessment Form shall be completed when:

• a shift exceeds 12 hours; or

• prior to commencement of night shifts or attending after-hours callouts.

7. BUSINESS TRAVEL AND COMMUTE

Refer to the Travel Procedure for guidelines relating to personnel travelling for business purposes.

8. TRAINING AND AWARENESS

All employees shall complete fatigue management training every two years.

9. REFERENCES

Code of Practice Working Hours 2006
Guide for Managing the Risk of Fatigue at Work 2013 (Safe Work Australia)

Personal Fatigue Assessment Form

Prior Approval for Additional Night Shifts Form

Travel Procedure

10. PROCESS OWNER

The Health and Safety Manager has overall responsibility for this procedure

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