

Number	WCEF-GM-OSH-040-06				
Reasons for Creating or Amending Document	Full Review of Document and Profile - No Change				
Actual Change Details	Full review of document and profile carried out - No Changes Required				
Version	5.0.0	Published	30/05/2023	Review Date	30/05/2025

TABLE OF CONTENTS

INTRODUCTION	2
1. OBJECTIVES	2
2. SCOPE	2
3. RESPONSIBILITIES	2
3.1 MANAGERS AND SUPERVISORS	2
3.2 EMPLOYEES	3
4. FATIGUE ASSESSMENT TRIGGERS	3
4.1 DAILY HOURS OF WORK FATIGUE TRIGGERS	3
4.2 CUMULATIVE HOURS OF WORK TRIGGERS	5
4.3 FATIGUE ASSESSMENT	5
4.4 WORKING ON REMOTE SITES	6
4.5 ROSTERING AND CALL OUTS	6
4.6 RECORD KEEPING	7
APPENDIX A: FATIGUE SELF-ASSESSMENT	8

INTRODUCTION

WesCEF recognises fatigue as a risk that must be identified, assessed and controlled. Both employers and employees have responsibilities to minimise fatigue related risks at work. This document describes fatigue management requirements for all persons working at WesCEF sites. Workplace factors may also contribute to fatigue and these can be identified by:

- discussions with employees
- risk assessments
- incident analysis findings.

1. OBJECTIVES

The objective of this document is to provide a systematic approach to fatigue management by:

- identifying personnel who are at risk of fatigue,
- providing a set of guidelines for managing fatigue in the workplace, and
- ensuring that all employees who are deemed unfit for work due to fatigue are managed in accordance with company policies and procedures.

2. SCOPE

This document covers all workgroups which form part of the WesCEF team excluding drivers delivering Kleenheat LPG and LNG products, both packaged and bulk. Fatigue management processes and requirements for these employees are detailed in [Kleenheat Fatigue Management Strategies \(KHO-TM-OPS-100-37-15\)](#).

The requirements in this document apply to contractors and personnel utilising the WesCEF sites in any way. Contractors or site users covered by legislation that dictate more stringent fatigue management, in regards to maximum hours worked, must follow those requirements additionally.

3. RESPONSIBILITIES

WesCEF is committed to:

- not contributing unreasonably to excess fatigue levels,
- raising the awareness in the workforce regarding fatigue management, and
- providing a framework in which fatigue can be managed.

3.1 MANAGERS AND SUPERVISORS

Managers/supervisors are responsible for minimising the risks associated with work-related fatigue. Accordingly, managers and supervisors will:

- Ensure that all employees are able to:
 - identify the risks associated with fatigue
 - implement appropriate strategies for minimising fatigue related risk as (per *guidance* section 4.)
 - determine whether their own or co-worker's behaviour is consistent with relevant fatigue management plans

- Support employees that identify genuine issues of fatigue as a risk and act to control that risk.
- Ensure employees undertake all relevant education with respect to fatigue management through the Fatigue Management awareness session.

3.2 EMPLOYEES

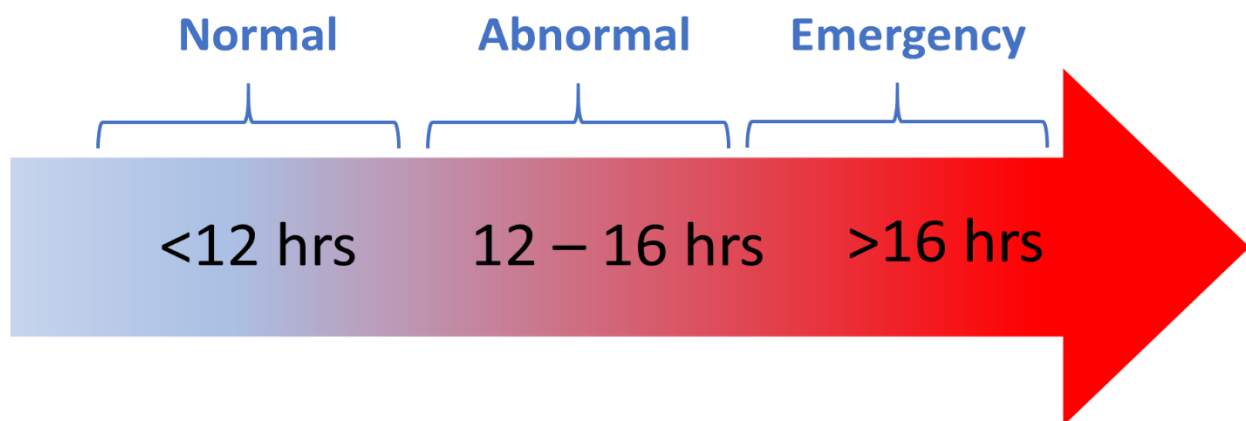
Employees are responsible for minimising the risks arising from fatigue. As such, all employees are responsible for:

- Obtaining an amount of sleep prior to normal work days sufficient to minimise the risks of fatigue-related incidents and injuries.
- Presenting for work in a condition that will enable them to complete their shift in a safe and responsible manner.
- Informing their supervisor if they believe they are fatigued.

4. FATIGUE ASSESSMENT TRIGGERS

4.1 DAILY HOURS OF WORK FATIGUE TRIGGERS

The duration of work on any given day is a key contributor to the levels of fatigue experienced by individuals in the workplace. Consideration should be given to the expected hours of work for each individual. The hours of work below are not inclusive of brief shift handover periods or activities employees undertake on site which are not at the direction of WesCEF (e.g. taking a shower, eating breakfast etc).



Working Duration	Guidance	Involved Parties
Hours up to 12hrs	1. An individual or supervisor may initiate a fatigue review as per section 4.3.1	
Extended Hours 12 to 14hrs	1. Individual completes a risk assessment and assesses their	Employee: <ul style="list-style-type: none"> • Self-Assessment of fatigue

	<p>fitness for work. It is not required to be formally documented.</p> <p>2. Individual discusses the results with their supervisor if directed to by the fatigue assessment process (Section 4.3.24.3) to determine whether the employee continues working or if they believe they are unfit to safely complete the extended hours work.</p>	<p>Supervisor:</p> <ul style="list-style-type: none"> As per fatigue assessment checklist or individual identification of fatigue risk
<p>Atypical Hours 14 to 16hrs</p>	<p>1. Individual and supervisor to complete the fatigue assessment process (Section 4.3.2), including the issues raised/highlighted in the previous fatigue assessment conducted.</p> <p>2. Prior to travelling home, the supervisor and individual to re-assess fitness for work levels. Transportation home must be supplied, or suitable accommodation provided, if the person;</p> <p>a. has to travel longer than 60 minutes to place of accommodation/home and/or</p> <p>b. if following the risk assessment the person is not capable of driving due to fatigue</p> <p>3. Employee must be offsite for a minimum of 10 hours</p>	<p>Employee:</p> <ul style="list-style-type: none"> Self-Assessment of fatigue Review of fatigue checklist with supervisor <p>Supervisor:</p> <ul style="list-style-type: none"> Assess fatigue at commencement of Abnormal hours Arrange for transport home for employee if applicable
<p>Emergency Hours Greater than 16hrs</p>	<p>1. Approval must be given by the Shift Supervisor, Superintendent or Business Unit Manager (or equivalent) to approve the extension of working beyond 16 hours.</p> <p>2. Individual and Supervisor to complete the fatigue assessment process (Section 4.3.2), including the issues raised/highlighted in the previous fatigue assessment conducted.</p> <p>3. A detailed and thorough JSA to be conducted to identify and mitigate risks associated with the job.</p> <p>4. Transportation home must be supplied or suitable accommodation provided.</p> <p>5. Employee must be offsite for a minimum of 10 hours .</p>	<p>Employee:</p> <ul style="list-style-type: none"> Self-Assessment of fatigue Review of fatigue checklist with supervisor Seek approval from a person at Senior Supervisor level or higher (or delegate) to work greater than 16 hours <p>Supervisor:</p> <ul style="list-style-type: none"> Assess fatigue at commencement of Emergency hours Arrange for transport home for employee Fulfil duties of Senior Supervisor level or higher (or delegate) if they are not contactable.

	6. A Cintellate hazard report is to be raised by the Shift Supervisor, the employee is in no way to be identified in the notification.	BU Manager (or equivalent): <ul style="list-style-type: none"> Determine acceptability to work beyond 16 hours
--	--	---

4.2 CUMULATIVE HOURS OF WORK TRIGGERS

Cumulative hours of work contribute to the levels of fatigue experienced by individuals. The below table is to be used in conjunction with the control measures detailed in Section 4.1.

Days worked	<u>Maximum</u> hours worked during assessment period	Notes
1 day	N/A	A minimum 10hr period of rest must follow a shift
3 days	42 hours	Equivalent to 3 x 14hr shifts with 10hr breaks between shifts
5 days	70 hours	Equivalent to 5 x 14hr shifts with 10hr breaks between shifts
7 days	91 hours	Equivalent to 7 x 13hr shifts with 11hr breaks between shifts
14 days	156 hours	Equivalent to 13 x 12hr shifts with 12hr breaks between shifts followed by a day of rest

Any consecutive shifts/days in excess of the maximum hours stated in the above table must be risk assessed and approved by the BU Manager.

4.3 FATIGUE ASSESSMENT

4.3.1 Employee initiated fatigue review

An employee may assess their level of fatigue at any time using the Fatigue Self-Assessment (Appendix A).

4.3.2 Cause or Hours of Work initiated fatigue review

If there is a reason to believe that the person may be unfit for work, on the basis of a direct observation or hours of work triggers, they will be requested to review their suspected fatigue issue with their supervisor, as per below.

- 4.3.2.1 The employee shall contact their supervisor and complete the [Fatigue Assessment Template \(WCEF-SF-OHS-040-06\)](#) to determine the likely causes and extent of the fatigue condition.
- 4.3.2.2 If it is proposed the employee is able to continue working, then the task shall have a risk assessment completed using
- CSBP: [Job Safety Analysis Worksheet - with Fatigue Issues Considered](#)
 - Kleenheat: [Job Safety Analysis Worksheet - with Fatigue Issues Considered](#)
- If an acceptable level of risk can be achieved, the employee may continue to work provided the control measures as documented in the risk assessment are implemented.
- 4.3.2.3 If the employee is unable to continue working, transport (that is a taxi or lift) shall be arranged by the supervisor.
- 4.3.2.4 On return to work, the supervisor and the employee shall review the individual's fitness for work.

Note: The Kwinana Medical Centre is available to offer support by way of assistance and advice to employees and supervisors regarding fatigue related issues.

4.4 WORKING ON REMOTE SITES

When working on remote sites, travel time between the accommodation facilities and the work site is to be included in work hours for that shift. The work period shall commence when the worker leaves the accommodation location and ends when the worker arrives back at the accommodation location. Where hours of work exceed 12 hours including travel time, the worker's risk assessment must include the risk of travelling back to the accommodation facilities.

Where employees are required to complete 'day trips' to customer sites and total work hours from door to door exceeds 16 hours (e.g. early morning flight to customer site and returning same day), travel arrangements are to be discussed with the relevant supervisor and safe means of travel agreed on. Consideration can be given to rest periods provided by air travel and the opportunity this provides the worker to rest. The worker must self-assess their own fatigue levels throughout the journey and alter travel plans to suit if required.

Driving on unsealed roads at night should be avoided where possible. Where not possible to avoid, the worker's risk assessment must include the risk of travelling on an unsealed road at night.

4.5 ROSTERING AND CALL OUTS

Employees that attend call-outs after hours shall have their fatigue monitored by themselves at the time of the call out. Employees are responsible for their own fatigue management strategies but shall identify any fatigue risks as they arise to their supervisor as applicable.

It is likely that personnel 'on call' will be called out sometimes during the rostered period. It would therefore be responsible practice that, while on the call out roster, personnel plan to get more sleep by going to bed early, to assist in preventing any onset of fatigue generated by potential call outs.

In a call out scenario, if the employee has not been asleep but determines they do feel restored by the rest time they have previously had then they can attend a call out. They will need to monitor their fatigue levels throughout the call out and identify any issues to their supervisor. In this situation, a [Fatigue Assessment Template \(WCEF-SF-OHS-040-06\)](#) should also be completed.

Adequate time off after a call out will be essential in allowing the person to recover. A 10-hour minimum break will apply where it is determined by the individual that an insufficient rest period has

occurred as a result of the call out. The time and the length of the call out plus the duration of rest prior should be considered in determining if a 10-hour break is required. Where it is deemed a 10-hour break is not required or not possible, the worker is to discuss with their supervisor any controls required to manage their fatigue prior to commencing their next shift.

Ideally in this situation, the person’s advice over the phone would be sufficient in attending to the issue. If they do not feel well rested enough to advise over the phone or come to work, then they shall identify this.

In circumstances where employees are called for assistance but do not have to attend to a site, an individual assessment shall be made to ensure a sufficient rest period has occurred. Consideration into the time of the call and the total length of conversations must be taken into account.

4.6 RECORD KEEPING

RECORD IDENTIFICATION		STORAGE MEDIA	STORAGE LOCATION	INDEXING METHOD	RETENTION PERIOD	AUTHORISED DISPOSER	DISPOSAL METHOD
Form No.	Document Title						

APPENDIX A: FATIGUE SELF-ASSESSMENT

Name:		Date:	
Location:		Circle Applicable	
No:	Item	Red	Green
1	How many hours since your last slept?	>17hrs	<17hrs
2	Have you experienced a recent change in sleeping habits?	YES	NO
3	How long did you sleep?	<7hrs	>7hrs
4	Are there reasons for not enough sleep or poor sleep	YES	NO
5	Are the tasks you are working on “high-risk” for fatigue? (e.g. repetitive or in hot conditions)	YES	NO
6	If Yes, how long have you been working on that task?	>4hrs	<4hrs
7	When did you last have a break this shift?	>4hrs	<4hrs
8	How long was the break?	<30mins	>30mins
9	When did you last drink some water or eat something? (i.e. are you dehydrated or hungry?)	>4hrs	<4hrs
If you have more RED than GREEN , discuss your fatigue levels with your Supervisor.			

Fatigue Management