**SMC 11 – Administer the implementation of fatigue management strategies**

**Unit Descriptor**

This unit involves the skills and knowledge required to administer the implementation of fatigue management strategies, including monitoring the implementation of fatigue management strategies; and recognising breaches of fatigue management policies, procedures and regulations. It also includes developing and assessing staff competence in fatigue management; providing feedback to staff on any shortcomings in their fatigue management skills and knowledge; and reporting to management on the implementation of fatigue management policy.

**Application of Unit**

Persons achieving competence in this unit will need to fulfil the requirements of the applicable Commonwealth and state/territory legislation and relevant regulations covering the management of fatigue in the workplace.

Work is performed under limited supervision generally as a team leader or supervisor. It involves the application of relevant regulations and the principles of fatigue management when administering the implementation of an organisation's fatigue management strategies during work operations in a defined workplace.

*This unit is TLIF3063A from the Transport and Logistics package.*

**Competency Field – Safety**

| **Element** | **Performance Criteria** |
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| 1. Monitor the implementation of fatigue management strategies. | * 1. Work activities of employees, subcontractors and suppliers in the supply chain of products and services are monitored in accordance with the organisation's fatigue risk management implementation plan   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 |
| 1. Recognise breaches of fatigue management policies, procedures and regulations | * 1. Signs and symptoms of fatigue in employees are identified in accordance with operational procedures   2. Breaches of fatigue management policies, procedures and regulations in the work activities of employees, subcontractors and suppliers are recognised and reported as per standard procedures   3. Errors and incidents traceable to non-compliance with fatigue management procedures and regulations are investigated and reported in accordance with operational procedures   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 |
| 1. Develop and assess staff competence in fatigue management. | * 1. Appropriate training programs and learning resources are developed and provided to ensure that employees understand the organisation's fatigue management policies and procedures and the risks, causes and consequences of fatigue   2. Employees are assessed to confirm that they are competent in their understanding of the organisation's fatigue management strategies and can apply them to their day-to-day work activities and responsibilities   3. Any deficiencies in the competence of individual employees to apply the organisation's fatigue management strategies to their work activities are identified, and appropriate learning opportunities are provided to the employee to enable her or him to achieve the competence required |
| 1. Provide feedback to employees on any shortcomings in fatigue management skills and knowledge | * 1. Evidence of any shortcomings in an employee's implementation of fatigue management strategies is obtained and interpreted from observation of signs and symptoms of fatigue in their work activities, periodic evaluations of work performance, and assessments of competence carried out as part of training and learning activities   2. Employees are provided with feedback on any identified shortcomings in their implementation of fatigue management strategies and appropriate support and counselling is provided on how they might address these shortcomings   3. Where appropriate, further learning opportunities and information are provided to the employees to assist them in implementation of organisation's fatigue management strategies in their area of work activity |
| 1. Report on the implementation of fatigue management policy | * 1. Periodic audits of the implementation of fatigue management strategies in the work areas of responsibility are carried out as per standard procedures   2. Accidents and safety incidents are investigated and analysed to identify the extent to which fatigue might have been a contributing factor   3. Reports on the implementation of the organisation's fatigue risk management system are prepared and submitted to designated personnel as per standard procedures |

**Required Knowledge and Skills**

**Knowledge:**

* WI 76.01.01 – Managing Fatigue for Heavy Vehicle Operators
* Relevant codes, regulations, permit and licence requirements related to fatigue management
* Relevant WHS regulations as they relate to fatigue
* Organisation's fatigue risk management system as it relates to the operational areas being administered
* 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
* Responsibilities of both the organisation and individual employees for the implementation of fatigue management regulations and policies in an organisation including suppliers and sub-contractors in the supply chain of the organisation's services and products
* Procedures for the auditing and review of an organisation's fatigue risk management system and related policy and procedures, and for reporting the outcomes of audits
* The risks and hazards created by fatigue in the workplace
* Causes and consequences of fatigue on both employees and an organisation
* How fatigue affects workplace performance
* How fatigue contributes to workplace accidents
* Ways of recognising fatigue
* Strategies and ways of managing fatigue
* Factors which increase fatigue-related accidents
* Lifestyles which promote the effective long-term management of fatigue
* Ways of assisting individuals to assess their own sleep patterns and to evaluate their own fitness for work. This may include information on identifying sleep disorders and obtaining appropriate treatment
* Options and resources for providing training and learning opportunities for employees on fatigue management and the implementation of an 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 refresher training on fatigue management
* Processes and resources for assessing employees' competence in fatigue management
* Ways of providing feedback to employees on any identified deficiencies in their competence to implement fatigue management strategies

**Skills:**

* Communicate effectively with others when implementing the organisation's fatigue risk management system
* Read and interpret documentation on an organisation's fatigue risk management system and related policy, instructions, procedures and regulations related to fatigue management and apply them to supervisory activities
* Recognise breaches of fatigue management strategies and regulations and take appropriate action in accordance with organisation's fatigue risk management system
* Work collaboratively with employees and other management staff others to implement the organisation's fatigue risk management system
* Plan and organise training and learning opportunities for employees on fatigue management and the implementation of an organisation's fatigue risk management system
* Plan and carry out audits and reviews of an organisation's fatigue risk management system
* Modify activities and take appropriate initiatives to administer the implementation of an organisation's fatigue risk management system depending on differing contexts, risk situations and environments
* Adapt to any changes in regulations policies and procedures as they may relate to fatigue management
* Assist employees to identify their own learning needs on matters related to fatigue management.

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| Issue | Release Date | Summary of Changes |
| 4 | August 2015 | National competency unit number changed. |
| 3 | May 2015 | Minor updates. |
| 2 | July 2012 | Minor update with formatting changes. |