

Fatigue Management Plan

Huracan Pty Ltd



Document Revision

Rev	Author	Reviewer	Date	Revision Comments
1.0	K. Hollingworth	J. Hollingworth	14-Jul-18	First Edition of Document
1.1	K. Hollingworth	J. Hollingworth	30-Jun-20	Review and Minor format changes

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1 DOCUMENT CONTROL

1.1 REVIEW AND UPDATE PROCEDURES

This document is a 'live' document that shall be reviewed and updated as per the Huracan Document Control and Revision Standard.

It is also to be reviewed immediately after any of the following occur;

- Major operational incident (i.e. increased apparent risk)
- Significant operational, procedural, work practice or technology change
- New or amended safety codes, safety requirements or standards are issued.
- When required by relevant State and Federal Government legislation.

Huracan Management is responsible for the review and revision of this document. The updated document is to carry a new revision date, and are circulated once the revision has been approved, by the following levels of Management:

- Operations Manager – Huracan.
- HSE Manager – Huracan.

1.2 DISTRIBUTION

Requested changes to the Distribution List are to be addressed to Huracan Management.

1.3 DOCUMENT UPDATES

Only registered copies of the document shall be updated. This document becomes uncontrolled when printed.

1.4 DOCUMENT PUBLICATION AND DISPLAY

This document shall be displayed at all times and shall be open for inspection by anyone to whom the plan or part of the plan may affect or apply to.

1.5 DISPLAY LOCATIONS

This document shall be available for display at the following locations;

- Huracan Office
- Huracan Internal Website

2 OVERVIEW

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2.1 HURACAN GERNERAL CODE OF BEHAVIOUR

Huracan Management requires full compliance with the Standard. Infringement of the standards contained in this document shall be regarded as a serious breach of the Huracan code of behaviour and shall result in disciplinary action, which may include counselling or dismissal. Failing to follow safety instructions, deliberately interfering with safety equipment and systems, deliberate damage to equipment, stealing, vandalism, fighting, practical jokes and horseplay shall not be tolerated and are considered to be serious breached of the Huracan Code of Behaviour.

2.2 TERMINOLOGY

Term	Definition
Fatigue	Increasing difficulty in performing mental and physical activities as a consequence of inadequate restorative rest and sleep.
Fit for Work	A worker is in a state (physically, mentally and /or emotionally) that enables them to perform their assigned tasks competently and in a manner that does not compromise or threaten the health and safety of themselves or others.
On Duty	A worker is on duty any time they are undertaking the duties and responsibilities associated with their contract of employment/job.
AFMS	Advanced Fatigue Management System - how Huracan manages their legal obligations in relation to Advanced Fatigue Management driving hours for Heavy Vehicles.

3 STATEMENT OF STANDARD

This document is intended to serve as the minimum Huracan requirements for Fatigue Management and mitigation of risk.

4 OBJECTIVE

To eliminate fatigue-related incidents in our business that cause fatalities and injuries to employees, families, contractors and third parties and minimize damage to equipment through management of all phases of our business.

5 SCOPE

This Standard applies at all times to all Huracan locations, Huracan employees and relevant contractors.

6 RESPONSIBILITY

Fatigue Management is a shared responsibility of both employers and workers. Huracan has a duty of care to provide a safe system of work and establish a safe work environment and work practices. Personnel are responsible for ensuring they are fit for work by taking into account their lifestyle and

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medical factors that could influence fatigue and managing them appropriately. All staff at Huracan have a responsibility to ensure that fatigue does not affect their own, or others' health and safety in the workplace and as such, the Company will:

- Educate its workers about the impacts of fatigue;
- Provide support processes and policies for personnel;
- Ensure that if a person's capacity to work safely is reduced by fatigue they can notify their supervisor without fear of adverse repercussions;
- Ensure that privacy and confidentiality is maintained;
- Provide suitable accommodation for workers when required to travel for work.
- Ensure that workers do not exceed a maximum working day of 12 hours (inclusive of travel with Operations managers' approval). Where additional hours of work are required (up to 16), adequate fatigue management controls and approvals have been granted.

6.1 MANAGERS

Managers are responsible for;

- Executing this procedure within the workplace
- Assessing the fitness for work of workers under their control whilst they are on duty;
- Managing the risk of a worker un-fit-for duty i.e. assigning alternative duties, prescribing additional rest assigning additional supervision;
- Providing, as far as reasonably practicable, suitable rest facilities to assist the worker in managing fatigue;
- Not prescribing work that knowingly may negatively impact on the worker, increase fatigue, and/or go against relevant legislative and regulatory prescribed requirements;
- Where work is required outside of standard work hours, assessing the risk of fatigue in consultation with all relevant parties.
- Assist in the investigation of apparent breaches and contributing to appropriate action to prevent re-occurrence;

6.2 HSE

HSE Advisors have the responsibility of;

- Ensuring fatigue and fitness for work hazards have been identified, the risks associated assessed and adequately controlled;
- Implementing and maintaining this procedure at the workplace;
- Assist in the investigation of apparent breaches and contributing to appropriate action to prevent re-occurrence;

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- Ensure that all workers understand the requirements of this procedure and provide re-familiarisation training as required i.e. induction process, safety topics and discussions.
- Review and analyse available findings, and statistics to identify trends;

6.3 WORKERS

Workers have the responsibility to;

- Present themselves fit to undertake their engaged duties including, but not limited to being at work or on call, driving a company vehicle or operating plant and equipment, or representing the company in any capacity; and
- Notifying their relevant Manager of any restrictions or potential factors which may contribute to their impairment to perform their duties i.e. any medication/drugs taken (prescribed or otherwise), under the influence of alcohol, any health or fatigue-related issues; and
- Raising any concerns about another person's fitness for work to the relevant manager; and
- Notifying their relevant manager of any changes to license or competence requirements i.e. loss of driver's license, high-risk work license revoked or not renewed by the relevant state authority.

7 PROCEDURE

7.1 FATIGUE AND HOURS OF WORK MANAGEMENT

Fatigue poses a significant risk both to the industry and the Company and whilst it affects individuals differently, there are some common indications as described further in this procedure. For example, being awake for 17 hours is the equivalent of having a blood-alcohol level of 0.05. Being awake for 20 hours is the equivalent of having a blood-alcohol level of 0.1. Some of the many factors contributing to fatigue include:

- Sleep loss
- Long periods awake (greater than 17 hours)
- Inadequate amount of sleep (less than 7 to 8 hours) or poor quality sleep
- Sustained mental or physical effort
- Disruption to circadian rhythms (internal biological clock)
- Health and emotional issues
- Time of day when work is performed (i.e. shift workers)

Long-term effects of fatigue have a serious effect on a person's health (which are associated with shift work and chronic sleep loss) including heart disease, diabetes, high blood pressure, gastrointestinal disorders, depression. The safety consequences associated with fatigue include:

- Decreased alertness

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- Poor hand-eye coordination
- Poor communication
- Higher error rates
- Reduced vigilance
- Reduced decision-making ability
- Loss of awareness of critical situations
- Slowed reaction time
- Inability to remember the sequence of events
- Poor judgement of performance, especially when assessing risks
- Being easily distracted during complex tasks
- Difficulty responding to emergencies

Management shall take the necessary steps to provide a healthy and safe workplace for all personnel and where a member of the work party is fatigued or observed to be fatigued, personnel are encouraged to notify management to ensure appropriate measures are instigated for the safety of the potentially fatigued person and that of the whole work team. As fatigue management is a shared responsibility it should be managed by both individuals and management at the workplace.

7.1.1 MINIMUM REQUIREMENTS FOR A PERMANENT OR REGULAR WORK ROSTER DESIGN:

- Maximum normal working hours in a 24 hour period does not exceed 12 hours; and
- Minimum of 8 hours continuous sleep opportunity (accounting for reasonable travel time); and
- Maximum number of consecutive shifts worked not to exceed 21; and
- Minimum of 7 days off per 28 days worked; or
- If work duties include operating a heavy vehicle, even time roster is applicable as per the NHVAS AFMS requirements i.e. 2 & 2 or 3 & 3

7.1.2 MINIMUM REQUIREMENTS FOR TEMPORARY WORK IN EXCESS OF REGULAR PLANNED WORK HOURS E.G. OVERTIME, OVER-CYCLE OR CALL-OUT:

- Maximum work hours in a 24 hour period must not exceed 16 hours; and
- Minimum of 6 hours continuous sleep opportunity is provided (accounting for reasonable travel time) or
- 8 hours between work shift – whichever is greater; and
- Maximum number of consecutive shifts worked not to exceed 21; and
- Minimum of 7 days off per 28 days worked; or
- If work duties include operating a heavy vehicle, even time roster is applicable as per the NHVAS AFMS requirements i.e. 2 & 2 or 3 & 3

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7.1.3 HOURS WORKED EXCEEDING NORMAL WORK HOURS:

All work exceeding the normal twelve (12) hour shift must be managed including:

- Hours worked (12 – 14) must be verbally approved by the Operations Manager
- Hours worked (14 – 16) must be formally approved (in writing) between the two parties e.g. Client Rep & Huracan Operations Manager or Huracan Operations Manager & Huracan General Manager. The formal approval must include strategies to minimise fatigue risks e.g. someone to drive the worker back to rest facility, not driving a HV etc.

If a fatigue risk or concern for a worker is identified, a risk strategy or plan must be developed and implemented by the worker and their supervisor which may include:

- Task reallocation (consider the availability of low risk exposure jobs)
- Task rotation (add personnel to the task)
- Regular scheduled rest breaks
- Monitoring and non-solitary work
- Providing the individual with sleep opportunities e.g. 2 hour rest break where the worker can sleep for 90 minutes, awake for 30 minutes before resuming work duties)
- Relieve the individual of duties. Note, where a worker is considered not fit for work, advise them to go home/rest (confirming it is safe to do so or add controls to ensure safe arrival) or to an appropriate rest facility.

7.1.4 WORK ROSTER CYCLES:

Depending on the position, includes:

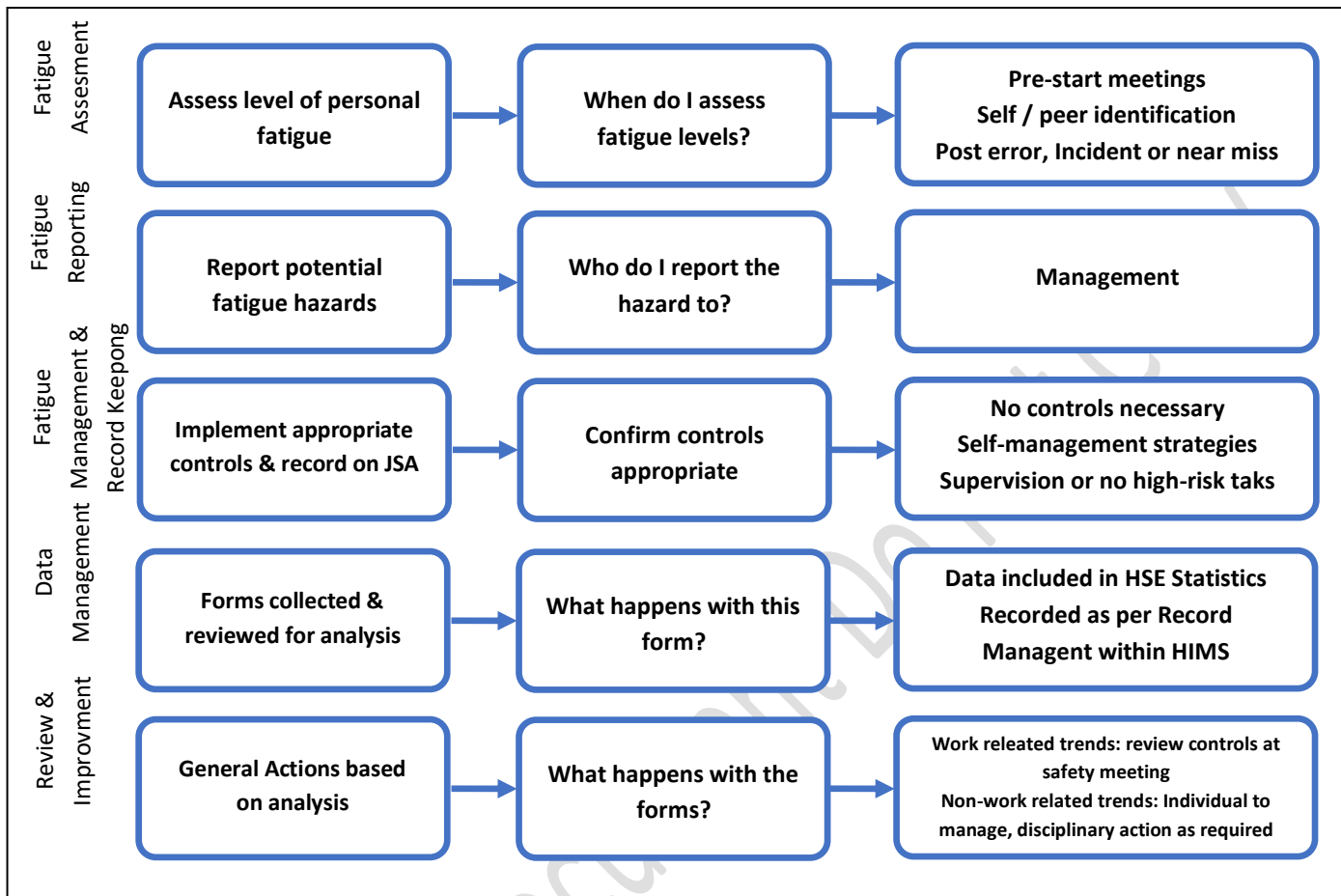
- 5 & 2 (days) – applicable mostly to office staff
- 2 & 2 (weeks) – applicable to field personnel (inc those required to operate a Heavy Vehicle)
- 3 & 3 (weeks) – applicable to field personnel (inc those required to operate a Heavy Vehicle)
- Other roster cycles as approved by the AOG General Manager in consultation with position and worker requirements e.g. 10 and 4 (days).

Note, any personnel required to operate a Heavy Vehicle for Huracan shall be inducted into the NHVAS Advanced Fatigue Management System and may only work an even time roster for a maximum of 3 & 3. Personnel are also instructed that driving a heavy vehicle for parties on their time off is prohibited and may impact on their ability to perform their work duties for Huracan.

Personnel are encouraged to maintain a healthy lifestyle and look out not only for themselves but of their work team. Being aware of the signs and symptoms of fatigue will assist in preventing a workplace fatigued incident and are detailed in Appendix 3 at the end of this document.

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Details the process of managing fatigue.



The risk of fatigue and appropriate control measures shall be implemented as operationally required, for example, if excessive driving is required to return to base after a job, the journey may be split over more than one (1) day to allow for adequate rest. Workers operating a fatigue-regulated heavy vehicle must abide by the prescribed regulations i.e. the Heavy Vehicle National Law and Heavy Vehicle (Fatigue Management) Regulation. Huracan does not currently participate in either the Basic Fatigue Management or Advanced Fatigue Management Scheme. All drivers must comply with the required work and rest breaks as detailed within their Driver Diary.

7.1.5 AWARENESS AND TRAINING

Field personnel and management are required to complete the fatigue management training and awareness course. The course is a 1.5hr, online course and covers the following;

- The causes, signs and risks of fatigue
- Circadian rhythms
- Sleep management tips

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- Challenges of working at different times of day and how to meet them
- Health & nutrition
- Family & social life issues for those who work shiftwork and non-traditional hours
- Alertness tips, including managing coping substances (such as caffeine)

Drivers of fatigue-regulated heavy vehicles and professional drivers must comply with the requirements of Heavy Vehicle National Law and Heavy Vehicle (Fatigue Management) Regulation including maintaining the appropriate records within their Driver Diary. All heavy vehicle operators must have completed Basic Chain of Responsibility training, with Management completing the respective level of competency for their position. This education will give workers the knowledge and ability to manage their own fitness for work.

8 APPENDIX

8.1 FATIGUE SIGNS AND SYMPTOMS

Physical

- Yawning
- Drowsy, relaxed feeling
- Heavy Eyelids / Difficulty keeping your eyes open
- Head dropping/nodding
- Not feeling refreshed after sleeping (waking tired)
- Blurred vision / Eye-rubbing
- Micro sleeps – falling asleep for less than a second to a few seconds and being unaware that you have

Mental

- Difficulty concentrating on a task
- Lapses in attention
- Difficulty remembering what you are doing
- Failure to communicate important information
- Failure to anticipate events or actions
- Accidentally doing the wrong thing (error)
- Accidentally not doing the right thing (omission)

Emotional

- More quiet than usual
- Lacking energy
- Mood changes, decreased tolerance
- Emotional outburst, rage, aggressive behaviour
- Irritability

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