

## 1. POLICY CERTIFICATION

Policy title:	<b>Fatigue Management Policy</b>
Policy number:	<b>WS009</b>
Category:	<b>Council Policy</b>
Classification:	<b>Work Safe</b>
Link to Strategic Plan Goals:	Goal 4: Support Employment, Training and Economic Development
Link to Strategic Plan Strategy:	Goal 3: Promote community safety and harmony
Link to Business Plan Strategy:	Goal 3: Ensure a safe work environment
Status:	Approved

## 2. PURPOSE

This policy affirms Roper Gulf Regional Council's (RGRC) commitment to ensuring the safety of its Members, Staff Members, Contractors, Volunteers, Community Development Programme (CDP) Participants and Visitors, and its commitment to strong Work Health and Safety (WHS) processes throughout the Organisation.

## 3. ORGANISATIONAL SCOPE

This policy applies to all RGRC Elected Members, Local Authority Members, Committee Members, Staff Members, Contractors, Volunteers, CDP Participants and Visitors.

## 4. POLICY STATEMENT

RGRC is committed to ensuring a safe work environment. Safety considerations prevail over all operational matters. RGRC is committed to minimising the risk posed by fatigue through the implementation of strict fatigue management.

## 5. DEFINITIONS

<b>CEO</b>	Chief Executive Officer
<b>RGRC</b>	Roper Gulf Regional Council
<b>Fatigue</b>	Subjective feeling of tiredness which is distinct from weakness, and has a gradual onset. Unlike weakness, fatigue can be alleviated by periods of rest. Fatigue can have physical or mental causes.
<b>Break</b>	A pause from / temporary cessation of task rather a 'stand-down' from duty in the sense of a contracted break (i.e. lunch break). For the purpose of this policy, a break is a pause from one's current task, taken for the purposes of mitigating fatigue.

## **6. PRINCIPLES**

RGRC recognises the danger posed by fatigue. RGRC affirms its commitment to effective fatigue management through the provision of strict limits on the maximum permissible hours a staff member, or any other person involved with RGRC may work, or otherwise be on-duty.

The standard full-time working hours are 7.6 hours per shift, with a maximum of five shifts per week, amounting to 38 hours. Any hours worked in excess of 7.6 hours per shift (or within a 24 hour period) or 38 hours within a seven (7) day week are considered overtime from both a Human Resources standpoint and a Work Health and Safety one.

Staff members must ensure that they take regular short breaks throughout their shifts as needed to ensure they mitigate the onset of fatigue and maintain concentration which is essential to effective and accurate work performance and safety.

Staff members must also ensure that they take their prescribed lunch break, which is nominally one (1) hour, unless otherwise approved by a Manager or Director.

Staff members must ensure that they monitor their own fatigue levels, and cease their activity if they are too tired to carry out their tasks safely. Supervisors must monitor their team's fatigue levels, as well as their own, and ensure that safety considerations prevail over all other tasks.

The minimum rest period between shifts is ten (10) hours.

Staff members may, on occasion, be required to work in excess of these hours for various operational reasons. All overtime requires Managerial and Directorial approval prior to being undertaken.

The decision whether to grant or reject overtime will be weighed up against operational requirements and safety considerations. Safety considerations shall always prevail over operational requirements.

Should overtime be granted, the maximum permissible hours of work during a 24 hour period are 14 hours, which requires Directorial approval.

All persons who are working overtime (longer than 7.6 hours in a 24 hour period) must only drive a motor vehicle during their overtime period as a last resort, when overnight accommodation or another driver, or other options are unavailable.

This minimum rest period between shifts increases to reflect any overtime hours worked on a one for one basis. For example the minimum rest period after twelve hours worked in a 24 hour period is twelve hours.

## **8. EXCEPTIONS AND EXEMPTIONS**

This policy applies to ordinary RGRC operations. Operational requirements may require staff members to work extra hours in emergency situations. Exemptions require Directorial approval, and will be weighed up against alternatives, risk, and safety considerations. Staff members seeking exemptions must provide compelling reasons in detail, as to why an exemption is sought, and it should be noted that convenience is not an acceptable or valid reason for which an exemption may be granted.

It should be noted operational (response) requirements during periods of emergency / disaster may conflict with the provisions of this policy. In those circumstances, the hierarchical safety principle 'STOP' must be observed at all times:

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- I. Self
- II. Team
- III. Others
- IV. Property

**9. REFERENCES**

Acknowledgements (original author/source documents)	<b>RGRC</b>
Related Policies	<b>GOV009 Vehicle Use Policy WS003 Work Health and Safety Policy GOV015 Legislative Compliance Policy</b>
Related Publications	<b><i>Work Health and Safety (National Uniform Legislation) Act Local Government Act Interpretation Act</i></b>
Related Supporting Documents	<b>WS003 Work Health and Safety Policy</b>

**8. DOCUMENT CONTROL**

Policy Number	<b>WS009</b>
Policy Owner	<b>Work Health and Safety</b>
Approved By	<b>Council</b>
Approval Date	<b>15 December 2017</b>
Revisions	<b>none</b>
Amendments	<b>none</b>
Next revision due	<b>June 2021</b>

**10. CONTACT PERSON**

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