

# Advanced Fatigue Management (AFM) standards

## 1. Scheduling and rostering

### Standard:

Scheduling of trips and rostering of drivers will incorporate fatigue management measures.

### Description:

Scheduling and rostering practices are to ensure trip schedules and driver rosters are planned and assigned in accordance with the operator's approved operating limits. Scheduling and rostering practices will include an assessment of the driver's recent work history, ability, welfare and preference (where appropriate), and time for the transport task to be completed safely.

### Criteria:

To satisfy this standard an operator must demonstrate the following:

- 1.1 schedules and rosters are documented
- 1.2 schedules and rosters are monitored and regularly reviewed
- 1.3 action is taken to minimise fatigue risks when altering schedules and rosters
- 1.4 guidelines are in place for the use of relief/casual drivers where required
- 1.5 the increased fatigue risk for a driver returning from leave is considered in scheduling and rostering of the driver
- 1.6 drivers are to have input into schedules where practicable to ensure trip plans are reasonable
- 1.7 schedules and rosters are planned to be achievable within the normal operating limits
- 1.8 no schedules and rosters are planned to extend beyond approved frequencies.

## 2. Readiness for duty

### Standard:

Drivers are in a fit state to safely perform required duties.

### Description:

Operators are to ensure that time off is provided for drivers to recover from or to prepare for the fatigue effects of work. Drivers are to ensure that they consider the impact of activities such as recreational activities and personal life on their wellbeing and capacity to work safely, and use time off responsibly to prepare for, or to recover from, the fatigue effects of work.

### Criteria:

To satisfy this standard an operator must demonstrate the following:

- 2.1 procedures for driver readiness for duty, which address issues of driver health, use of drugs/alcohol, medical condition, well-being and state of fatigue
- 2.2 procedures for drivers to assess their fitness for duty prior to commencing and during work

- 2.3 procedures for drivers to notify the operator if they are unfit for duty due to any lifestyle, health or medical issue both before and during work.

### 3. Fatigue knowledge and awareness

#### Standard:

All personnel involved in the management, operation, administration, participation and verification of the Advanced Fatigue Management (AFM) system can demonstrate appropriate knowledge and skills in fatigue management relevant to their position.

#### Description:

Fatigue knowledge and awareness is essential to ensure all employees (including managers), who are involved in the fatigue management system, understand fatigue management issues and have the knowledge and skills to practise fatigue management and to comply with the operator's fatigue management system.

#### Criteria:

To satisfy this standard an operator must demonstrate the following:

- 3.1 that the operator has steps in place to ensure anyone involved in the management, operation, administration, participation and verification of the fatigue management system is made aware of the operator's current fatigue management policies and procedures
- 3.2 that all persons who hold a position of responsibility under the operator's AFM system are identified; and
  - 3.2.1 have been inducted and regularly updated in the operator's fatigue management policies and procedures
  - 3.2.2 are able to demonstrate competence in managing driver fatigue, including understanding the causes, effects and symptoms of fatigue, and being able to apply strategies to better manage fatigue; and
    - 3.2.2.1 if the person drives a heavy vehicle under AFM – that person is able to demonstrate competence with TLIF0005 Apply a fatigue risk management system, or any previously recognised fatigue management qualification that was completed prior to 1 July 2018.
    - 3.2.2.2 if the person is a scheduler as described in the heavy vehicle driver fatigue legislation, or who supervises or manages drivers and scheduling staff – that person is able to demonstrate competence with TLIF0006 Administer a fatigue risk management system, or any previously recognised fatigue management qualification that was completed prior to 1 July 2018.
- 3.3 that they have:
  - 3.3.1 established a procedure for maintaining the currency of knowledge in fatigue management for all people who hold a position of responsibility, including identifying if, and when, any re-assessment of competence is to be conducted, and ensuring that this has occurred
  - 3.3.2 ensured that any knowledge needs are identified, and that appropriate action is undertaken to address those needs.
- 3.4 that records of competence of drivers, schedulers or those who supervise or manage drivers and scheduling staff have been maintained, including:

- details of what, if any, training was undertaken, who delivered the training and when this training occurred
- if, and when any re-training is required
- record of the qualifications of workers, including any units of competence achieved.

## Explanatory note for assessment

For the purposes of assessment, the evidence required to demonstrate competence must be relevant to, and satisfy all the elements and performance criteria of, the specified unit. Performance must be demonstrated consistently over a period of time and in a suitable range of contexts including through written and oral tests, appropriate simulated activities and/or in an appropriate range of situations in the workplace.

## 4. Responsibilities

### Standard:

The authorisations, responsibilities and duties of all positions involved in the management, operation, administration, participation and verification of their operations under the AFM option are current, clearly defined and documented and carried out accordingly.

### Description:

The compliant operation of the AFM option is dependent on all relevant personnel knowing and fulfilling their responsibilities to ensure that the AFM option standards are met.

### Criteria:

To satisfy this standard an operator must demonstrate the following:

- 4.1 all relevant personnel are carrying out their duties and responsibilities compliant with the AFM standards and operator's fatigue management system
- 4.2 authorities, responsibilities and duties relating to the AFM option are current, clearly defined and communicated to all appropriate personnel.

## 5. Internal review

### Standard:

An internal review system is implemented to identify noncompliances and verify that the activities comply with the AFM standards and the operator's fatigue management system.

### Description:

The internal review process is an essential management tool that checks that procedures are being followed and indicates how the AFM option is working. Fundamental to the management of the fatigue risk is the capacity of the AFM option system to assess fatigue risk and to identify, report and investigate incidents of non-compliance with the AFM standards and take the necessary corrective action.

### Criteria:

To satisfy this standard an operator must demonstrate the following:

- 5.1 procedures are in place to define how an internal review program of the AFM standards is produced, conducted, reported and recorded at least every 12 months and corrective action taken where required

- 5.2 internal reviews are undertaken by competent persons not responsible for the activity being reviewed, where practical
- 5.3 procedures are in place to monitor, identify, report, investigate and record non-compliances and take the necessary corrective action to prevent further occurrences
- 5.4 procedures are in place to investigate incidents to determine whether fatigue was a contributing factor
- 5.5 records of drivers' work and rest times are regularly reviewed to ensure compliance with operating limits.

## 6. Records and documentation

### Standard:

The operator will implement, authorise, maintain and review documented policies and procedures that ensure the effective management, performance and verification of the AFM option in accordance with the standards. Records that demonstrate the compliant operation of the AFM option are collected, stored and maintained to verify compliance.

### Description:

Policies, procedures and instructions are to be authorised, current and clearly identify and describe AFM option management, operation, administration, participation and verification activities.

### Criteria:

To satisfy this standard an operator must demonstrate the following:

- 6.1 policies, procedures and instructions covering all activities required to meet the AFM option standards are authorised, current, clearly defined and available to all relevant personnel
- 6.2 all AFM option records are legible, stored, maintained and available for management and audit purposes for at least three years
- 6.3 records of participating drivers are kept current
- 6.4 documents are approved, issued, reviewed, modified and accounted for in accordance with the operator's prescribed control procedures
- 6.5 records must include individual driving hours records for all nominated drivers (e.g. work diaries, rosters, schedules).

## 7. Health

### Standard:

Drivers are to participate in a health management system to identify and manage fatigue risks.

### Description:

A health management system is to be implemented that addresses, as a minimum, sleep disorders, medical history, substance abuse and diet, and provides preventative and remedial measures to assist drivers in the management of their health.

### Criteria:

To satisfy this standard an operator must demonstrate the following:

- 7.1 drivers are certified as being fit to drive a heavy vehicle by a medical practitioner according to the Assessing Fitness to Drive by Austroads (or equivalent document approved by the Australian Transport Council). The examination must include an assessment to detect drivers

in the high risk group for sleep disorders. Examinations are to be conducted, as a minimum, once every three years for drivers aged 49 or under, and yearly for drivers aged 50 or over

- 7.2 any medical advice for drivers is taken into account when assigning duties
- 7.3 drivers are provided information to promote and encourage better management of their health.

## 8. Workplace conditions

### Standard:

Workplace environments and conditions must assist in the prevention of fatigue.

### Description:

Facilities and sleep accommodation are suitable for the management and prevention of fatigue.

### Criteria:

To satisfy this standard an operator must demonstrate the following:

- 8.1 sleeper berths arrangements are optimised for driver rest
- 8.2 the vehicle cabin is optimised for the driver comfort while driving

## 9. Management practices

### Standard:

Management practices are to minimise the risks relating to driver fatigue.

### Description:

Management practices are to be implemented including matching drivers to the freight task and support effective communication between management and drivers on matters that affect the safe operation of the business.

### Criteria:

To satisfy this standard an operator must demonstrate the following:

- 9.1 personnel performance management practices, including counselling and disciplinary action, are in place to deter non-compliance and implement corrective actions
- 9.2 a communication process (e.g. in-trip communication with drivers, meetings, notices, newsletters) is in place to facilitate the exchange of information between drivers and management.

## 10. Operating limits

### Standard:

Operating limits will provide drivers and operators with the flexibility to effectively manage fatigue. Operating limits will take into account and provide for:

- the time required to perform the transport task safely under all reasonably foreseen circumstances
- the rest periods required to recover from the fatigue effects of work
- the cumulative effects of fatigue over several days of work
- the effects of time of day on fatigue risks and quality of sleep.

**Description:**

Normal operating limits are tools that allow operators and drivers to plan, monitor and manage work and rest times to minimise the impact of fatigue, within all normal circumstances. Work and rest times are planned around normal operating limits. Normal operating limits may be exceeded up to the outer limits as specified by the frequency in the AFM conditions for that operator.

**Criteria:**

To satisfy this standard an operator must demonstrate the following:

- 10.1 the approved normal operating limits are monitored and reviewed at least every 12 months to ensure they are still relevant
- 10.2 drivers are provided with flexibility to alter trip schedules within the normal operating limits and outer limits to maximise rest opportunities and minimise fatigue risk
- 10.3 the occasions when a driver is permitted to exceed the normal operating limits are managed with appropriate counter measures
- 10.4 records of drivers' work and rest times are regularly reviewed to ensure compliance with the approved operating limits.