

# League Project Personnel Fatigue Management Travel Policy

## Introduction

Managing and minimising employee fatigue on journeys to and from work, is considered a major factor in achieving this goal. Our intention is to promote a “fit for work” culture where all employees recognise the safety risks of fatigue when travelling.

This guide is designed to give you tools to allow you to be able to make your own fatigue assessments and to put controls in place to keep you and others around you safe while on your journeys to and from work.

Information about fatigue management will be communicated to the team and employees via email and it will also be included in League’s induction for new starters.

## What can you do?

It is an individual’s responsibility and duty of care to manage your own fatigue, your commute arrangements to the airport, and on your journey to safely work your full first shift. On fly-out/drive out day, it is an individual’s responsibility and duty of care to safely manage your own fatigue, including commuting arrangements to your destination.

See next page for helpful tips to manage fatigue, which include your own travel plan template and STOP, REVIVE, SURVIVE – click on the link for tips.

<https://roadsafety.transport.nsw.gov.au/stayingsafe/fatigue/stoprevivesurvive.html>

### FATIGUE INDIVIDUAL JOURNEY MANAGEMENT PLAN TEMPLATE

**Instructions for Employees:**

- 1) Identify appropriate controls to manage any higher risk aspects of your commute to and from the airport, or to and from your destination (refer to the suggested strategies for safe commuting on the next page).

Name:	Site/ Project:	
Job Role:	*Detailed Roster Description:	
Home address:		
*Include number of days/nights on shift, Hours per day, shift start times, etc		
Commute Arrangements		
Journey Component	Details of Commute	Identified Controls
<b>Travel to Site:</b> FIFO: Extended driving prior to flight for first dayshift or extended travel plus flight immediately prior to night shift; OR Non-FIFO: Extended driving prior to shift start (other than FIFO) - early morning or immediately prior to night shift		
<b>Travel Home:</b> FIFO: Extended driving after the completion of scheduled work time and flight (airport to home);OR Non-FIFO: Extended driving after the completion of scheduled work		

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### SAFE COMMUTING – STRATEGIES TO MANAGE FATIGUE RISKS ASSOCIATED WITH COMMUTING

Individual strategies – extended driving before a flight at the start of a roster period (FIFO staff) or before shift start (those other than FIFO). Recommendations to manage commuting risk include:

- Gradually readapt to "site time" by going to bed progressively earlier 2 or 3 nights prior to flying to site. On your last night at home, you should be going to bed no more than 30-60 minutes later than you would typically do when working.
- If you have to drive more than 50km to the airport, travel to the airport the evening before your flight and stay in overnight accommodation.
- Carpooling - share travel with another employee
- Avoid alcohol and sleeping medications for at least 24 hours prior to your return to site
- Address any sleeping problems (e.g. sleep apnoea)
- Have an afternoon sleep of at least 4 hours prior to commencing your first night shift.

Individual strategies – extended driving after the completion of scheduled work time e.g. travel from airport to home (FIFO) and travel from work to home (other than FIFO). Recommendations to manage commuting risk include:

- Do not operate a vehicle if you have worked more than 14 hrs including travel time. Organise a taxi, use public transport, or have someone pick you up from the airport.
- If you live outside the metropolitan area, have 2-3 hours sleep prior to driving home
- Carpooling - share travel with one or more other employees. Ensure the driver/s have worked less than 14 hours at the time of driving.
- Plan your trip to avoid driving at times when fatigue is likely to be greatest (usually 2400 to 0600 and 1300 to 1600).
- Monitor and manage your alertness level (e.g. take breaks, listen to music, drink water) and respond to signs of a loss of alertness.
- For additional assistance and/or strategies, chat with the team at League.

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