

DRIVING HOURS AND FATIGUE MANAGEMENT

Stef's Transport Pty Ltd will comply with relevant fatigue management requirements by implementing measures that minimise fatigue by:

- consulting with drivers on fatigue issues;
- complying with operating limits (e.g. minimum continuous break for sleep);
- assessing fatigue risks associated with work undertaken;
- ensuring employees are trained and informed about fatigue;
- ensuring contracts and business arrangements consider fatigue issues; and
- implementing Safe Work Methods Statements and procedures to minimise fatigue.

Plan driver's workloads by building in time to recover from fatigue through using measures such as:

- where possible maintaining regular and consistent scheduling processes;
- allowing for non-driving duties (e.g. loading or attending to livestock);
- building in time to allow drivers to meet normal living requirements and commitments;
- planning trips to allow as much quality sleep at night as possible;
- building in time to adjust from a holiday break or day to night driving change;
- scheduling trips to allow for adequate rest breaks; and
- scheduling trips within working time limits and allowing for possible delays.

Make sure drivers and equipment are well prepared where appropriate:

- checking that required medical assessments have been undertaken and certificates are current;
- using a Fitness for Duty checklist and driver declaration;
- providing training on how to recognise and manage fatigue;
- providing information on short term measures such as naps and breaks and understanding the limitations of these temporary measures;
- providing information on how to minimise fatigue; and
- maintaining vehicles to meet roadworthiness standards, fatigue related standards (e.g. Australian Design Rule (ADR) 42 on sleeper berths and ADR 42.18 on ventilation) and in good condition to reduce vibration and noise.

Manage disruptions to schedules by taking action such as:

- rescheduling pick-up and delivery times;
- replacing a fatigued driver (where possible) when long delays extend working time; and
- balancing a driver's extra working time with a longer break and with a longer sleep opportunity in the next period.

Encourage drivers to report any problems by:

- having an agreed and reliable reporting procedure including an incident report form or a phone-in system in which the messages can be left; and
- investigating any fatigue related problems, applying corrective actions and providing feedback to all drivers and operational staff.

Keep basic records for managing fatigue such as:

- Schedules and rosters - remember, you schedule vehicles and you roster drivers.
- Log books, driver diaries, pay slips, fuel docketts, output of electronic monitoring;
- Records of required health assessments and any training provided or undertaken; and
- Records of any fatigue incidents and corrective action taken as a result to prevent recurrence.

Regularly review operations by:

- reviewing schedules, log books, driver diaries and other records to make sure fatigue management procedures are being followed and are effective;
- consulting with employed drivers / other drivers doing similar work regarding how to reduce fatigue;
- obtaining information from TruckSafe, industry associations, or WHS agencies about effective fatigue practices.

Driver Signature: _____

Date: _____