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Before you begin

This learner guide is based on the unit of competency *TLIF2010 Apply fatigue management strategies*, Release 1. Your trainer or training organisation must give you information about this unit of competency as part of your training program. You can access the unit of competency and assessment requirements at: www.training.gov.au.

How to work through this learner guide

Your trainer will advise which parts of the learner guide you need to read, and which activities you need to complete. This learner guide will help you in your training.

Icon	Feature	How you can use each feature
	Learning content	Read each topic. Speak to your trainer if you need help.
	Activities	Activities give you the opportunity to put your skills and knowledge into action. Your trainer will tell you which activities to complete.
	Video clips	Where you see a QR code, you can use a smartphone or tablet to access video clips about the content. For information about how to download an app that will read the QR code, or for more help, visit our website: www.aspirelr.com.au/help
	Workplace examples	Workplace examples at the end of each topic show how your learning applies in practice.
	Summaries	Key learning points are provided at the end of each topic.
	Words to remember	<p>As you read the learner guide, use the table at the back of the book to write down any words you need to remember.</p> <p>There is a space for you to write the word and a space for you to write down what the word means.</p> <p>You can also access a full glossary of terms via this QR code.</p>





Topic 1 | What you need to know about applying fatigue management strategies

Fatigue management is an important part of the workplace within the transport and logistics industry.

In this topic you will learn about:

1A Fatigue in the workplace

1B Workplace rules about fatigue and safety

1C Fatigue management strategies

Fatigue poses a serious threat to the health and safety of people in the workplace and the public in general. For this reason, there are laws in place to regulate fatigue within the transport and logistics industry.

The impact of fatigue on a business can be significant: it can result in loss of productivity, injury to workers, damage to equipment, additional costs and legal penalties. You need to apply fatigue management strategies in the workplace for the safety of yourself and others.



Activity 1

Question 1

Which of the following are possible signs of fatigue? Tick all that apply.

- ☐ Feeling dizzy
- ☐ Humming
- ☐ Yawning
- ☐ Poor decision-making
- ☐ Microsleeps
- ☐ Trouble concentrating

Question 2

Which of the following factors could cause fatigue? Tick all that apply.

- ☐ Diet, alcohol and drugs
- ☐ Long travel times to and from work
- ☐ Working long shifts/overtime
- ☐ Keeping fit
- ☐ Having a break every two hours

Question 3

Circle the correct phrase on the right to complete the sentence.

- Fatigue in the workplace can
- * adversely affect safety.
 - * increase productivity.

1B | Workplace rules about fatigue and safety

Workplaces have policies and procedures in place to reduce the effect of fatigue on safety.



It is important that you understand the policies and procedures relating to fatigue management in your workplace. These workplace policies and procedures have been written to reflect your legal and ethical obligations. If you follow your workplace policies and procedures, you will comply with relevant state/territory and/or national laws and regulations.

It is the duty of the employer under work health and safety (WHS) and chain of responsibility regulations to provide a safe system to manage workplace fatigue.

Information about the chain of responsibility can be found on the National Transport Commission website. Go to www.ntc.gov.au and search for 'chain of responsibility'.

How fatigue contributes to workplace incidents

Fatigue increases the chance of a workplace injury occurring.

Fatigue affects a worker's personal health, but it can also contribute to workplace incidents caused directly or indirectly by the symptoms of fatigue.

Workplace incidents can occur through lack of concentration, delayed reaction, poor memory and decision-making resulting in a mistake which could be life-threatening. Even simple tasks like watching out for forklifts, wearing the appropriate personal protective equipment (PPE), avoiding trips and falls, identifying hazards and communicating with others in the workplace become difficult due to the effects of fatigue.

For example, imagine a load is being placed on a conveyor system. Part of the procedure is to tape down loose items that could fall into the conveyor and cause a jam. A worker who is affected by fatigue may forget to follow this procedure and so the conveyor gets jammed. The fatigued worker may fail to stop the conveyor and instead put their hand inside quickly to remove the loose item. This poor decision-making, combined with slower reaction time, could result in the worker getting their hand caught in the conveyor.

4. Review strategy

- Review the control measures to ensure they are working as planned.
- Consult with the worker openly and honestly in a supportive manner.
- Provide extra information, instruction, training or supervision as needed.
- Implement trial periods to test different work practices or work schedules as required.
- Evaluate how strategies are working and whether other strategies should be added or changed.

Safe Work Australia has produced a very useful guide to managing the risk of fatigue at work. This guide includes a fatigue checklist and risk management chart.

Visit www.safeworkaustralia.gov.au and search for 'Guide for managing the risk of fatigue at work'.

Personal fatigue management strategies

Workers have a duty of care to manage their own fatigue levels.

Each worker needs to take some responsibility to manage their own fatigue levels outside of work hours. You can implement changes into your lifestyle that will not only benefit you personally, but will also help your employer to comply with health and safety laws, minimise workplace injuries and even increase productivity.



Personal strategies for managing fatigue can include:

- Keep a diary to record activities that can affect fatigue: nutrition, exercise, hours of sleep, work times and duration.
- Keep active: do at least 2½ hours of moderate physical activity a week.
- Eat healthy meals and drink plenty of water, and avoid nicotine, alcohol and drugs.
- Ensure you get the recommended 7–9 hours' of sleep between shifts.
- Do not drink coffee or tea before going to bed.
- Take up yoga or meditation to reduce stress.
- Take regular breaks during work hours.
- Change tasks regularly or rotate shifts if possible.
- Avoid working in extreme temperatures or between 2 am and 6 am.
- Ask your supervisor about rostered days off.

Watch this video [01m:08s] to learn about personal strategies for managing fatigue.





Summary of Topic 1

1. Fatigue is defined as exhaustion from physical or mental exertion. It's important that you know the signs to look for and act on them.
2. Fatigue in the workplace can adversely affect safety. Fatigue increases the chance of a workplace injury occurring.
3. Workplaces have policies and procedures in place to reduce the effect of fatigue on safety.
4. Fatigue can be caused by factors that are work-related or non-work-related and that accumulate over time.
5. Codes of practice give guidance on the requirements of regulations, including any permit or licensing requirements.
6. It's important to monitor and control factors that may lead to fatigue-related incidents.
7. Fatigue management strategies are designed to reduce the onset of fatigue.
8. Information on fatigue management is available from many sources. Ask your supervisor or health and safety representative if you are unsure how this information applies in your workplace.
9. Strategies for managing fatigue allow for the best possible performance at work.
10. Experience shows that healthy eating and light exercise both help prevent fatigue.



Topic 2 | What you need to do to apply fatigue management strategies

When working in the transport and logistics industry, it is important to manage fatigue in the workplace.

In this topic you will learn how to:

2A Identify and act on signs of fatigue

2B Apply workplace rules about fatigue and safety

2C Implement strategies to manage fatigue

There are many job roles that can be affected by fatigue, from driving operations to warehousing, which involve long-distance driving, working in extreme weather, shiftwork and physically and mentally challenging work. Failure to apply fatigue management strategies in these roles can result in a workplace incident and can also harm your health in the long term.

Identify causes of fatigue and minimise their effects

Fatigue can be caused by more than just lack of sleep.

Fatigue can be caused by a range of factors, such as ill health, stress and worry, poor set-up of workstations, weather conditions, time of day/night, mundane or boring work, physically challenging work and mentally challenging work.

The effects of these factors can be minimised through either reducing exposure to these factors or removing them all together.

Causes and effects of fatigue are discussed in Topic 1.



Recognise personal warning signs of fatigue

Fatigue affects different people differently so you need to identify your own personal warning signs of fatigue.

Everybody reacts differently to fatigue, so it is important that you know how to recognise your own personal response to fatigue factors. As soon as you recognise signs of fatigue, you should take steps to stay safe, productive and alert.

Warning signs of fatigue include:

- heavy eyelids or sore eyes
- yawning
- fidgeting
- microsleeps or nodding off
- dizziness
- poor coordination
- getting distracted easily
- forgetting names, instructions, tasks or events
- inability to solve simple problems or make a decision.





Read the following workplace example to see how the concepts you have learned are applied in a real-life situation.

Workplace example for Topic 2

John is a truck driver who works for Warehouse Manufacturing Supplies. John's friend Stephen is a storeman at the company. Stephen invites John to celebrate with him after work at a local pub, as he has just been promoted to supervisor starting next week. John is not sure because he has a 6 am start the next morning to drive interstate. He agrees to go to the pub, but says he won't stay too long and will only have a couple of light beers. Stephen says that sounds good and has also invited his cousin Peter.

John meets Stephen and Peter at the pub and orders a healthy meal of calamari and salad with a light beer and a glass of water, while Stephen and Peter both order the one-kilogram steak challenge with chips and a jug of heavy beer. They toast Stephen's success and enjoy their meals. After John finishes eating, he decides to wait until the others finish their desserts. On the way home, he wonders how they can eat and drink so much. John watches some television to relax and is asleep by 9 pm, which gives him plenty of time for rest. He knows it is his legal responsibility to ensure he does not drive while fatigued.

Stephen and Peter phone John at 1 am, asking for a lift home because they can't get a taxi. John is annoyed at the disturbance to his sleep, but goes to help them out before returning to bed.

The next morning John arrives at work to see Stephen struggling to stay awake. Stephen says he's a bit tired but is okay. John suggests Stephen should stay off the forklift, avoid the other equipment and to speak with his supervisor to see what tasks he can do safely or whether he can swap shifts with someone else. Stephen does this and his supervisor agrees to swap some of his job tasks.

John fills out his pre-drive check of the truck and signs the declaration that he has taken every possible step to prevent fatigue and is fit for work. As part of his chain of responsibility obligations, John notes on the declaration that his sleep was disturbed during the night. He advises the operations manager, Duncan, that he only got 6 hours of sleep instead of the recommended 8 hours that the company likes its drivers to have. Duncan asks John how he feels and if he is still fit to drive. John says he believes so, but will monitor his fatigue and let Duncan know if he needs to have a power nap or additional breaks. Duncan agrees and tells John that he should try to take short breaks every two hours, and take some bananas and bottles of water to have on the way. Duncan lets the client know there may be a small delay in the delivery time due to the additional breaks required.

John follows Duncan's advice, stopping every two hours to eat a banana and drink some water. He also uses the breaks to exercise by doing stretches and walking around his truck looking for signs of load shift or faults. John uses his pedometer to try and get 8000 steps in before the end of the trip. He has a successful trip.

