## Fatigue Risk Management Chart

### Hazard Identification

<table>
<thead>
<tr>
<th>MENTAL &amp; PHYSICAL DEMANDS OF WORK</th>
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<tbody>
<tr>
<td>Lower Risk</td>
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**These include, for example:**
1. Repetitive or monotonous work
2. Sustained or mental effort
3. Sustained or complex physical or mental tasks

### Risk Assessment

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**Options:**
- Re-design jobs to eliminate boring, repetitive tasks
- Improve communication
- Provide training to allow multi-skilling and effective job rotation
- Use alarms and monitors, particularly for sub-work (e.g. driving vehicles)
- Use plant, machinery and equipment to eliminate or reduce the excessive physical demands of the job
- Reduce the amount of time employees/workers need to spend performing sustained physically and mentally demanding work
- Ensure there are adequate employees/workers and other resources to do the job without placing excessive demands on staff
- Roster enough employees/workers during peak times and demand
- Ensure adequate breaks during shifts to allow recovery
- Allow supervisors and employees/workers to rectify tasks if fatigue becomes a problem
- Ensure work demands gradually increase towards the middle of the shift and decrease towards the end
- Eliminate sources of risks that might exacerbate fatigue (e.g. lack of job control, manual handling, extremes of temperature)
- Improve communication processes
- Improve the duration and timing of work
- Ensure safe and efficient shift hand-over

### Work Scheduling & Planning

#### NIGHT WORK

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**Options:**
- Limit the number of consecutive night shifts worked
- Allow regular employees/workers and supervisors to schedule shifts
- Ensure that rest periods allow for at least two full nights’ sleep before the last night shift
- Arrange shifts so that day sleep is adequate
- Use a forward rotation shift system (e.g. morning to afternoon, afternoon to night)
- Improve the order, speed, and length of rotation of the shift system
- For exceptional circumstances, give at least 24 hours notice before night work. Consider providing a longer period of notice so that employees/workers have time to adjust their activities

#### Shift Work

**Options:**
- Develop a working-hours policy on daily work hours
- Develop a working-hours policy on work-related travel
- Reduce work hours
- Reduce the number of consecutive day shifts that can be worked
- Eliminate or reduce the need to work long shifts for more than four consecutive days
- Reduce the use of split shifts
- Ensure adequate breaks during shifts to allow recovery
- Allow for recovery between work periods
- Defer urgent work to allow appropriate rest and recuperation for employees/workers
- Start work at long distance commute sites on the day after arrival and start travel home on the day after the shift cycle is finished
- Assist with travel arrangements, eg provide transport
- Reduce active working time to account for long commuting time or distance

### Excessive Commuting Time Necessary

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### Work Environment Conditions

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**Options:**
- Provide adequate facilities for rest, sleep, meals, breaks, recreation and cultural activities, such as bathroom facilities
- Install adjustable, vibration-free seats in appropriate vehicles
- Ensure the workplace and surroundings are well lit, safe and clean
- Provide adequate resources to cover breaks
- Provide additional number and location of toilet and toilet facilities
- Reduce the use of split shifts
- Ensure that employees/workers are not disrupted due to the times they are required to work
- Start work, finish work, and rotate shifts
- Ensure employees/workers has access to a longer period of recuperation for employees/workers

### Individual & Non-Work Factors

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**Options:**
- Maintain vigilance in identifying non-work related factors
- Subsidise modifications to private homes to improve sleeping conditions (eg air conditioning)
- Provide information and education about how non-work related factors can increase the risks of fatigue
- Provide a mechanism to encourage employees/workers to report non-work factors that might affect fatigue management

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