Fatigue Risk Assessment Procedure

SM-18-00163330

Metro Body of Knowledge (MBoK)

Applicable to:	Sydney Metro
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1. Introduction

1.1. Purpose and scope

This procedure communicates the requirements for assessing fatigue-related risks in the workplace. It is intended to ensure Sydney Metro meets its obligations under the Rail Safety National Law (NSW) and associated Regulations, Work Health and Safety Legislation (NSW), and Heavy Vehicle National Law. This procedure is used with the Sydney Metro Fitness for Work Standard.

This Standard applies to permanent, temporary and casual staff; staff seconded from another organisation; and contingent workers, including labour hire, professional services contractors and consultants.

This Standard does not apply to Principal Contractors (PCs) or their sub-contractors. Requirements for PCs are provided in contractual documentation and, more specifically, in the SM PS-ST-221 Principal Contractor Health & Safety Standard.

1.2. Definitions

All terminology in this Procedure is considered the generally accepted or dictionary definition. Acronyms and terms specific to this document are listed below.

Other terms and jargon are defined within the SM-17-00000203 Sydney Metro Glossary.

Table 1: Terms/acronyms and definitions

	Definitions
IMS	Integrated Management System (IMS).
TfNSW	Transport for New South Wales.
TSE	Tunnel & Station Excavation (civil works).

1.3. Accountabilities

The Deputy Executive Director of Health and Safety is accountable for this document, including approving it, monitoring its effectiveness and performing a formal document review.

Direct Reports to the Chief Executive are accountable for ensuring the requirements of this document are implemented within their area of responsibility.

Direct Reports to the Chief Executive, who is accountable for specific projects/programs, are accountable for ensuring associated contractors comply with the requirements of this document.

2. Procedure Instructions

Instructions	Reference Documents	Record Keeping Requirement
Identify activities potentially impacted by fatigue-related risks Fatigue may impact the safety and wellbeing of workers themselves and other people through fatigue-related errors or increased risk-taking. For Construction and Rail sites, any person present on site within the distribution chain (i.e. Chain of Responsibility) and persons commuting to and from the site must not be fatigued to a level likely to impair their ability to keep themselves and others safe. **Go to Workflow Shape 2**	Fitness for Work Standard HVS and CoR Procedure Guide for Managing the Risk of Fatigue at Work, Safe Work Australia RISSB Fatigue Risk Management Guideline	Keep a record of activities or roles that will not be subjected to a fatigue risk assessment and the reasons for that determination. Contractors are to keep a record readily available for Sydney Metro to access
Consider whether the fatigue risk could be eliminated Fatigue risks may be eliminated by ensuring that fatigue-related errors cannot impact the safety of the task, perhaps through engineering or other controls. **Go to Workflow Shape 3**	Health & Safety Risk Management Procedure	The record of the risk assessment must include measures that are considered but not implemented.

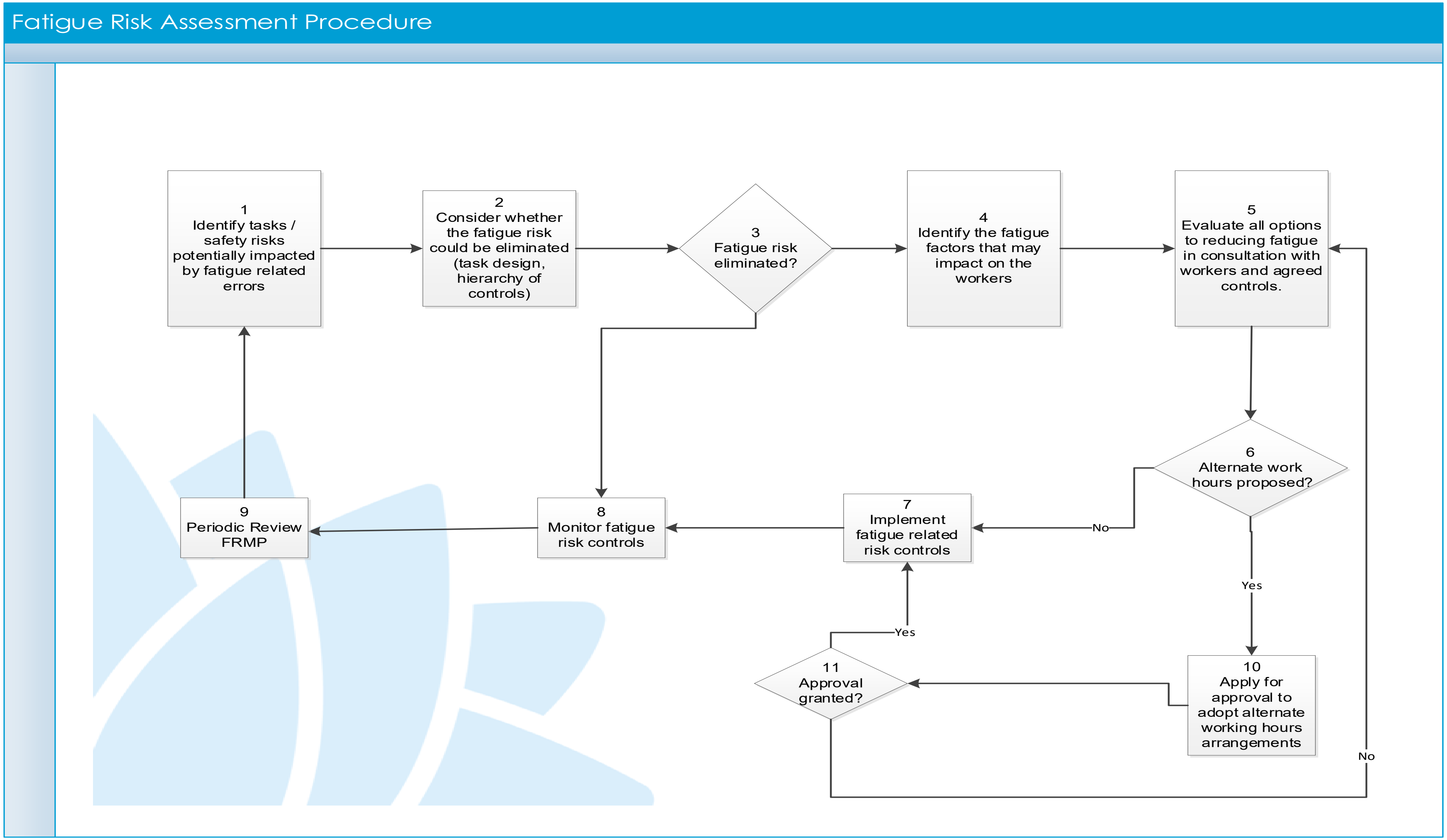
Instructions	Reference Documents	Record Keeping Requirement
Has the fatigue risk been eliminated? **If Yes, go to Workflow Shape 8** **If No, go to Workflow Shape 4**		

Instructions	Reference Documents	Record Keeping Requirement
Identify the fatigue factors that may impact the workers The Sydney Metro Fatigue Risk Assessment Checklist and the Work Scheduling Principles for Fatigue Risk Management contain factors to consider when identifying the likely causes of fatigue impacting the workers. **Go to Workflow Shape 5**	Fatigue Risk Assessment Checklist Work Scheduling Principles for Fatigue Risk Management	

Instructions	Reference Documents	Record Keeping Requirement
Evaluate options for reducing exposure to fatigue in consultation with workers and develop the fatigue risk management plan for the work. Examples may include but not be limited to: • Rescheduling of tasks • Rostering arrangements • Job Rotation • Shift / Rest Breaks All reasonably practicable measures are to be taken to ensure the safety risks associated with fatigue are minimised so far as is reasonably practicable. **Go to Workflow Shape 6**	Fitness for Work Standard Work Scheduling Principles for Fatigue Risk Management Fatigue Risk Assessment Checklist	Records of the fatigue risk assessment must be stored in including: • The context of the work, for example, constraints that may be relevant to the practicability of particular risk controls • Who participated in the risk assessment • The treatment plan resulting from the assessment, including any risk controls considered but not implemented • Consultation was undertaken with affected workers Proposed implementation and review plan, including start and finish dates
Have alternative work hours been proposed? **If yes, go to Workflow Shape 10** **If no, go to Workflow Shape 7**		
Implement fatigue-related risk controls An implementation plan should be prepared that includes the following: • Communications/briefings for affected workers • Arrangements for monitoring the effectiveness of the fatigue risk controls adopted, including consideration of any KPIs which may need to be adopted. **Go to Workflow Shape 8**		Alternative Working Hours Implementation Plan
Monitor and review fatigue risk controls Monitor the work progress against the work schedule for the shift and identify any remedial action that may need to be taken to avoid a fatigue breach. Monitor and report the work arrangements provided in the Alternative Working Hours Implementation Plan. **Go to Workflow Shape 9**	Fitness for Work Standard Incident Reporting and Investigation Standard	KPIs or other measures as required by Standards or the Alternative Working Hours Implementation Plan

Instructions	Reference Documents	Record Keeping Requirement
Review Fatigue Risk Management Plan (FRMP) Review the daily work schedule progress to identify potential impacts on the overall plan. The fatigue risk assessment must be reviewed when there is a change to the work plans or schedules. **Go to Workflow Shape 1**	Worker Fatigue Assessment Checklist	Reviews of risk assessments and adjustments to risk controls must be created and stored with other relevant Health and Safety Documentation.
Apply for approval to adopt alternate working hours arrangements If, following the fatigue risk assessment, it is identified that alternative means of controlling the safety risks so far as is reasonably practicable arising from the fatigue of workers, consideration will be given to the approval of alternative working hours. **Go to Workflow Shape 11**		
Approval granted? **If yes, go to Workflow Shape 7** **If no, go to Workflow Shape 5**		

3. Workflow


Fatigue Risk Assessment Procedure
1
Identify tasks / safety risks potentially impacted by fatigue related errors
2
Consider whether the fatigue risk could be eliminated (task design, hierarchy of controls)
3
Fatigue risk eliminated?
4
Identify the fatigue factors that may impact on the workers
5
Evaluate all options to reducing fatigue in consultation with workers and agreed controls.
6
Alternate work hours proposed?
No
Yes
7
Implement fatigue related risk controls
8
Monitor fatigue risk controls
9
Periodic Review FRMP
10
Apply for approval to adopt alternate working hours arrangements
11
Approval granted?
Yes
No

4. Related documents and references

Related documents and references
• [Fitness for Work Standard] • [Incident Reporting and Investigation Standard] • [Health & Safety Risk Management Procedure] • [Worker Fatigue Assessment Checklist] • [Work Scheduling Principles for Fatigue Risk Management] • [Fatigue Risk Assessment Checklist] • [Guide for Managing the Risk of Fatigue at Work, Safe Work Australia 2013] • [SM-17-00000203 Sydney Metro Glossary]

5. Superseded documents

Superseded documents
There are no documents superseded as a result of this document.

6. Document history

Version	Date of approval	Notes
1.0	Day/month/year	New IMS document.
3.0	13 April 2023	