

# POLICY

<b>TITLE:</b>	Fatigue Management Policy		
<b>DIRECTORATE:</b>	Finance		
<b>ADOPTED BY:</b>	CEO		
<b>DATE OF ADOPTION:</b>	29 November 2024	<b>DATE OF REVIEW:</b>	29 November 2026
<b>POLICY NUMBER:</b>	148		
<b>LEGISLATIVE REF:</b>	<i>Local Government Act 2019; Sections 172 – 173</i> <i>Work Health &amp; Safety (National Uniform Legislation) Act 2011</i> <i>Relevant Codes of Practice</i> <i>National Heavy Vehicle Law (HVNL)</i>		

## 1. INTRODUCTION

### 1.1. Purpose

The purpose of this Policy is to affirm Barkly Regional Council's (BRC) commitment to ensuring the safety of its workers and others through its commitment to eliminating and/or reducing risks arising from fatigue in the workplace.

### 1.2. Scope

This Policy applies to all workers when carrying out their duties in connection with Council which includes all persons who work at the direction of, or on behalf of Council (for example employees, contractors, volunteers, and work experience).

### 1.3. Definitions

**Fatigue** is a state of mental and/or physical exhaustion which reduces a person's ability to perform work safely and effectively. Signs and symptoms of fatigue may include excessive yawning, chronic tiredness or sleepiness, headache, dizziness, sore or aching muscles, muscle weakness, slowed reflexes and responses, impaired decision making and judgement, moodiness and irritability.

### 1.4. Responsibilities

Management is responsible for ensuring that this Policy and its procedures are implemented across all BRC workplaces.

The Chief Finance Officer (CFO) is responsible for the oversight of this Policy.

The Work Health & Safety (WHS) Manager is responsible for the implementation of this Policy.

Workers must not attend work, work or resume work having consumed alcohol or drugs.

If a worker has a drug or alcohol dependency issue, they are encouraged to seek professional counselling.

### 1.5. Policy Objectives

1) Eliminating, managing and/or minimising fatigue is a major factor in achieving a safe working environment. BRC aims to achieve its objectives through the following:

- Ensuring adequate opportunity is available for workers to have sufficient rest between working shifts, through appropriate working time arrangements.
- Developing a work cycle register which incorporates fatigue management risk controls.

- Providing training and education for workers, to foster a common understanding of fatigue management, through induction processes, training and consultation.
- Developing a culture of shared responsibility for fatigue management.
- Monitoring the work environment to ensure that the requirements of this Policy are effectively implemented.

## 2. POLICY STATEMENT

### 2.1 Policy

- 1) The Council expects management to ensure that appropriate controls are in place to eliminate and manage fatigue arising from work, including any driving of heavy vehicles.
- 2) Managers and Supervisors are responsible for ensuring that workers are not adversely affected by rostering arrangements or work assignments that may cause unacceptable levels of fatigue or require excessive additional reasonable hours working.
- 3) Workers are responsible for ensuring that they recognise signs of fatigue and the impact on themselves and others, and report immediately to their Supervisor or Manager when fatigue and lack of sleep are impacting on their individual wellbeing and workplace safety.
- 4) Workers are responsible for taking rest and meal breaks provided to them within shifts, and for using the breaks between shifts to rest and recuperate.
- 5) Workers must also understand the implications of voluntarily seeking additional work, including secondary paid or unpaid employment which may increase the risk of fatigue to themselves and others.

## 3. RELEVANT POLICIES

Policies and procedures to be read in conjunction with this policy are:

- 1) Work Health and Safety Policy
- 2) Drug and Alcohol Policy
- 3) Risk Management Policy
- 4) Vehicle Policy
- 5) Enterprise Agreement

## 4. IMPLEMENTATION AND REVIEW

### 4.1. Implementation

All workers will be made aware of this Policy. There is no requirement under the Act to publish this policy on the Barkly Regional Council website.

### 4.2. Review

This policy will be reviewed on or before 29 November 2026.

## 5. VARIATIONS, REVOCATIONS AND/OR CHANGES

Barkly Regional Council reserves the right to revoke and/or amend this policy from time to time as is considered necessary to better manage its business and/or to comply with any legislative requirements.

## 6. APPROVAL

This policy is approved.

Chris Kelly  
Chief Executive Officer

  
Signature

29 Nov 2024  
Dated

**END**