

Fatigue Management Plan: Review & Audit Checklist

Systems and methods of compliance	
OPERATING STANDARD	COMPLY
Commercial vehicle driver is given at least 24 hours notice to prepare for working time of 14 hours or more.	[]
Continuous periods of work time do not exceed 5 hours.	[]
Flexible schedules permit breaks from driving or discretionary sleep.	[]
A solo commercial vehicle driver must have the opportunity for at least 7 continuous hours of rest in any 24 hours, preferably between the hours of 10pm and 8am.	[]
Maximise the opportunity for sleep to prepare for a trip by minimising very early departures.	[]

Trip rostering practices	
OPERATING STANDARD	COMPLY
Commercial vehicle driver does not exceed 168 hours working time in 14 days.	[]
Commercial vehicle driver has at least two periods of 24 continuous hours non-work time in 14 days, or 4 periods of 24 continuous hours in 28 days	[]
Minimise irregular or unfamiliar work rosters.	[]
An appropriate truck sleeper berth is available if sleeping in the vehicle.	[]
Minimise working time in irregular or unfamiliar work rosters.	[]
Minimise schedules and rosters that depart from day time operations when commercial vehicle drivers return from leave.	[]
Total non-working time is at least 27 hours in any 72 hours.	[]
Solo commercial vehicle driver has at least 7 continuous hours of rest in any 24 hour period (preferably between 10pm and 8am).	[]
Schedule allows for 20 minutes breaks from driving for every 5 hours work time.	[]
Minimum break from driving of at least 10 consecutive minutes after 5 hours work time.	[]

Commercial vehicle driver readiness for duty policies	
OPERATING STANDARD	COMPLY
A commercial vehicle driver is required to remain in a fit state for duty including not being impaired by alcohol or drug use.	[]
A written policy on fitness for duty developed with employees and unions.	[]

Commercial vehicle driver health practices (including any relevant publications or information brochures)	
OPERATING STANDARD	COMPLY
Commercial vehicle drivers' health is assessed regularly by a suitably qualified medical practitioner to the NRTC or FORS medical assessment of commercial vehicle drivers standard.	[]
Medical assessment includes consideration of sleep disorders and other factors that contribute to fatigue.	[]
Identify health problems affecting ability to work safely, e.g. diabetes, heart disease.	[]
Provision of appropriate employee assistance programs where available.	[]
Commercial vehicle drivers are provided with information and assistance to promote management of their health.	[]

Requirements for the responsible person at the workplace and other staff involved in the management, operation, administration, participation & verification of the DFMP	
OPERATING STANDARD	COMPLY
The operator should develop the DFMP in consultation with commercial vehicle drivers and clients.	[]
Duties of the operator and commercial vehicle drivers under the Occupational Safety and Health Act 1984.	[]
Where appropriate the commercial vehicle operator or the responsible person at the workplace, should delegate staff to implement the DFMP.	[]
Maintaining records of trip schedules, rosters, work time, breaks from driving and non-work time, and any other information necessary to demonstrate that the company conforms to its DFMP.	[]

Workplace conditions	
OPERATING STANDARD	COMPLY
A working environment meeting appropriate Australian Standards for seating and sleeping accommodation. (Minimum standard for truck sleeper berth is ADR 42, or in a tour bus/coach adequate sleeping accommodation as prescribed by relevant legislation).	[]
A vehicle cabin should meet the requirement of the Occupational Safety and Health Act 1984(including as a minimum ventilation in accordance with ADR 42.20 and seating suspension that is adjustable to a commercial vehicle drivers weight and height).	[]
The commercial vehicle operator should ensure depots provide safe and suitable facilities that meet the requirements of the Occupational Safety and Health Act 1984.	[]
Truck cabins should be air conditioned where practicable, comfortable and the system checked before the trip commences.	[]
Vehicles used above the 26th parallel between 1October and 31 March are air-conditioned, and if used as alternative sleeping accommodation while the vehicle is stationary, a system which can be run continuously should be provided.	[]

Documentation and records	
OPERATING STANDARD	COMPLY
A DFMP System documents how the company and its commercial vehicle drivers conform to the Operating Standards where practicable and when the standards are not met, how this is dealt with.	[]
Records that document all work time, breaks from driving and non-work time, commercial vehicle driver's schedules, including rosters.	[]
Records include all trips performed, including details of any trip alterations. They show sufficient information to determine that the company and the commercial vehicle driver have conformed to the DFMP.	[]
Personnel records that include copies of current medical certificates and applicable rehabilitation programs are kept on a confidential basis.	[]
Records are kept for a minimum of 3 years.	[]

Training and education practices	
OPERATING STANDARD	COMPLY
Duties imposed by the Occupational Safety and Health Act 1984.	[]
The penalties for failure to comply with the Occupational Safety and Health Act 1984.	[]
Identify the causes of commercial vehicle driver fatigue.	[]
Recognise the symptoms of fatigue, develop strategies to enable better management and assist in making lifestyle changes, including conducting risk assessments and applying control measures.	[]
Prevention of commercial vehicle driver fatigue.	[]
All managers, supervisors and commercial vehicle drivers participating in the DFMP are trained in how to manage commercial vehicle driver fatigue, including factors that cause and affect fatigue.	[]
How to develop and maintain a DFMP.	[]
Commercial vehicle operators management staff, commercial vehicle drivers and other employees involved in the operation of the DFMP are trained in the operation, administration and verification of the DFMP.	[]
DFMP operation, administration, verification and participation. Refresher training and education needs are identified, documented and provided to employees.	[]
Training and education programs are documented and employee participation is recorded.	[]

Management of incidents	
OPERATING STANDARD	COMPLY
Procedures are in place to monitor, record and investigate all incidents and to take corrective action as soon as is practicable.	[]
Sufficient information for action to be taken to prevent future occurrences of the identified cause of the unsafe incident.	[]
Company policies that promote and encourage all employees, sub-contractors and relief staff to report all unsafe incidents including those where there has been no injury or damage.	[]
Amendments to the DFMP after made as a result of investigations into any unsafe incidents or serious accidents.	[]