

# FATIGUE CONTROL MEASURES

Guideline on Fatigue Management, Andrea Shaw, Australian Coal Association, Queensland, Australia, July 2003

## Hierarchy of Controls

- Hierarchy of Controls:
  - Engineering, Substitution, Elimination
  - Work Practice-Administrative Controls
    - Scheduling Work Activity
    - Scheduling Shifts
    - Scheduling Breaks-Rest Periods
  - Training

## **Engineering, Substitution, Elimination**

- Eliminate or limit night work
- Eliminate night shifts for particular jobs
- Eliminate the use of extended hours
- Eliminate repetitive, boring jobs
- Increase outsourcing
- Use alarms and monitors for those working alone
- Use heating and cooling to control ambient temperatures to support alertness

## **Work Practices: Scheduling Work Activities**

- Move as much activity as possible to day shift
- Schedule complex tasks for daytime
- Minimize administrative tasks done on night shifts
- Improve the order, speed, duration and the length of shift cycle rotation
- Minimize work that has to be done between midnight and 6 am.

## **Administrative Controls: Scheduling Shifts**

- Limit the number of consecutive night shifts
- Ensure adequate time off after night shifts
- Reduce working hours
- Control the lengths of shifts
- Limit the use of overtime, especially unscheduled overtime
- Monitor hours of work
- Reduce working hours

## **Administrative Controls: Scheduling Shifts (Continued)**

- Reduce the number of consecutive day shifts
- Limit the use of standby and on-call duties
- Keep shift changes from causing excessive hours
- Schedule enough employees during peak times and demands
- Provide adequate resources to cover breaks
- Reduce the use of split shifts
- Don't start or finish between midnight and 6 am

## **Administrative: Breaks-Rest**

- Allow time for naps during night shifts
- Increase the length of breaks between shifts
- EXERCISE – move around frequently during shift
- Allow for recovery between work periods
- Provide rest days
- Allow for family and social commitments between shifts and shift cycles
- Start work at long distance commutes on the day AFTER arrival and start travel home on the day AFTER the shift cycle is finished
- Provide more and longer breaks within work periods

## **Training**

- Provide training to allow multi-tasking and effective job rotation
- Make supervisors aware and allow supervisors to reschedule tasks if fatigue becomes a problem
- Ensure safe and efficient shift hand-over
- Improve job control and other risk factors associated with stress
  - Employee's off duty time & sleep habits
- Improve communications