



POLICY	
Fatigue Management	
Scope (Staff):	All employees
Scope (Area):	Child and Adolescent Health Service (CAHS)

Aim

To support employees and Managers of the Child and Adolescent Health Service (CAHS) achieve and maintain a safe working environment by managing risks associated with fatigue.

Background

Fatigue can occur as a result of a number of factors, including work-related, lifestyle related and cultural and community related. Work factors can include work tasks or projects, work scheduling and planning, and environmental conditions. Lifestyle factors can include inadequate or poor quality sleep, social life, outside employment, travel time, and inadequate health and wellbeing. For some Aboriginal employees cultural issues related to family and community can have an effect on their wellbeing and ability to perform their roles leading to fatigue.

Fatigue can cause reduced concentration, impaired co-ordination, compromised judgement and slower reaction times; ultimately increasing the risks of incidents and injuries. In a work environment, this can mean a person is unable to function safely and effectively, increasing the risk of adverse incidents.

CAHS demonstrates continued commitment to preventing and managing risks associated with fatigue in accordance with Occupational Safety and Health (OSH) legislative frameworks, accountabilities and tools by developing this policy which outlines:

- Principles and responsibilities for the management of risks related to fatigue.
- Identification of key factors that may cause fatigue

This policy is based on the *WA Health Fatigue Management policy* which was devolved to health service providers from September 2017. The policy supports the [WA Health Code of Conduct](#)¹, [CAHS Occupational Safety and Health](#) policy, and is linked with the [CAHS Fitness for Work](#) policy. This policy replaces the *CAHS Hours of Work* policy as key principles have been incorporated into this policy.

Risk

Failure to comply with this policy may compromise organisational and individual obligations in relation to the duty of care to patients, employees and visitors, under the [Occupational Safety and Health Act 1984](#)².

Definitions

Fatigue is state of mental and/or physical exhaustion which reduces a person's ability to perform work safely and effectively¹.

Shift work is usually described as work outside normal day hours. This includes weekend, afternoon and night shifts, rotating, split or broken shifts, extended shifts, rostered overtime and (non-rostered) extended working hours.

Principles

- CAHS is required under the [Occupational Safety and Health Act 1984](#)², and is committed to the provision of a safe working environment at all CAHS workplace locations.
- Managers are responsible for providing and maintaining safe systems of work².
- Managers and employees will proactively identify and manage factors in the relevant workplace that attribute to fatigue such as:
 - Mental, emotional and physical demands of the work undertaken;
 - work scheduling and planning, including workloads, work patterns and rostering arrangements;
 - environmental conditions, such as adequate lighting, ventilation, noise management and equipment; and
 - organisational culture.
- If significant risks are identified, Managers will implement strategies to minimise those risks (where practicable to do so) and will ensure the effectiveness of any strategies or control measures introduced are monitored and assessed.
- Employees will identify factors outside of the workplace (lifestyle, cultural or community related) influencing their level of fatigue at work and advise their Manager.
- Employees have a responsibility to avoid behaviours and/or practices that may contribute to the development of fatigue and they have responsibility to ensure they are fit for work upon presentation and during work³.
- Employees exhibiting signs of fatigue when attending work should consult with their Manager and appropriate control measures put in place. Please refer to the [CAHS Fitness for Work](#) policy.
- Managers and employees will work co-operatively to ensure that fatigue-related risks are identified, assessed and controlled in accordance with OSH legislative frameworks, accountabilities and tools.
- Employees are responsible for seeking approval to engage in additional or outside employment in line with the [CAHS Outside Employment](#) policy.
- During periods of annual leave, employees are encouraged to use the leave taken for rest and recreation.

Rostering Arrangements

- Managers must ensure the safe and effective allocation of work hours by considering all of the issues which can impact upon patient care and employees.
- Consideration should be given to other shifts recently undertaken or planned by the Employee within CAHS. For employees with approved outside employment arrangements these should be considered. Please refer to the [CAHS Outside Employment](#) policy.
- Rostering arrangements must be in accordance with Industrial Agreements, and relevant CAHS and Department of Health Policies.
- Where new shift systems or hours of work are to be introduced, they should be risk assessed, trialled, monitored and evaluated with consultation of employees or unions as required.
- Before allocating work hours or shifts to an individual, managers will refer to the [Code of Practice - Working Hours](#). Predictability of work patterns, where regular work routines for groups of staff can be established, should be addressed first.

Roles and Responsibilities

Role	Responsibility
Employee	<ul style="list-style-type: none"> • Understand the risks associated with fatigue. • Avoid behaviours and practices that may contribute to the development of fatigue, particularly those that may place themselves and/or others at risk of harm. • Report signs of fatigue that could place themselves or others at risk of harm to their Manager or Supervisor. • Participate in strategies to reduce the risk of fatigue related harm (where required).
Manager	<ul style="list-style-type: none"> • Apply risk management principles, particularly where new systems or hours of work are to be introduced, in consultation with employees or unions and as per Industrial Agreements. • Adopt systems of work that minimise the risk of fatigue. Ensure employees performing shift work or extended hours are properly supervised and that tasks are undertaken safely. • Take appropriate action when an Employee has reported or is displaying signs of fatigue that could place themselves or others at risk of harm.
Occupational Safety and Health (OSH)	<ul style="list-style-type: none"> • Provide information, advice, education and consultation services regarding OSH matters and assist with the development and implementation of OSH systems, procedures and programs.

Reporting

Reporting will be in accordance with OSH reporting frameworks and/ or accreditation processes.

Compliance

Compliance with this policy will be monitored through CAHS OSH Committees and quarterly CAHS Executive Incident Report.


Related internal policies, procedures and guidelines
Occupational Safety and Health (CAHS policy)
Incident/Hazard Reporting (CAHS policy)
Fitness for Work (CAHS policy)
Pregnancy and Safe Work (CAHS policy)
Pre-Employment Health Screening (CAHS policy)
Outside Employment (CAHS Policy)

References
1. WA Health Code of Conduct
2. Occupational Safety and Health Act 1984

Useful resources (including related forms)
WA Health Awards and Agreements Library
Worksafe WA Code of Practice (2006): Working hours.
Worksafe WA Code of Practice (2006): Working hours – Risk management guidelines
Safe Work Australia (2013): Guide for managing the risk of fatigue at work.
HSE (2006): Health and Safety Guidance - Managing shift work.
Occupational health and safety statement

This document can be made available in alternative formats on request.

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Standards Applicable: NSQHS Standards:  NSMHS:2, 8,

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