

# FATIGUE HAZARDS CHECKLIST

This checklist is to be completed by all personnel of **Charles Sturt Campus Services Limited**. Circle **YES** if any question relates to you.

## Work-related factors that can contribute to fatigue

If you answer yes to any of the questions in **BOLD**, refer to 'Assessing Fatigue Risks' below. If yes is circled three times or more for questions in the non-bold areas, also refer to 'Assessing Fatigue Risks' below.

### MENTAL AND PHYSICAL WORK DEMANDS

Does anyone undertake work that is physically demanding? (E.g. tasks that are especially tiring and/or repetitive such as: bricklaying, typing, process work, moving bags of cement, felling trees).	YES
Does anyone undertake work that is mentally demanding? (E.g. work that requires long periods of vigilance, work that requires continuous concentration and minimal stimulation, work performed under pressure, work to tight deadlines, emergency callouts, interacting/dealing with the public).	YES

### WORK SCHEDULING AND PLANNING

Does anyone consistently work or travel between midnight and 6am?	YES
Does the work schedule prevent full-time workers having at least one day off per week?	YES
Does the work schedule make it difficult for workers to consistently have at least two consecutive nights sleep per week?	YES
Do work practices include on-call work, call-backs and/or sleepovers?	YES
Do planned work schedules vary from those actually worked?	YES
Does the work schedule involve rotating shifts?	YES
Does anyone travel more than one hour to their job?	YES

### WORKING TIME

Does anyone regularly work in excess of 12 hours a day including overtime?	YES
Is the break between shifts less than 10 hours? (E.g. split shifts, quick shift changeovers).	YES
Is work performed at low body clock times (between 2am and 6am)?	YES

### WORKING TIME

Does anyone perform work in harsh or uncomfortable conditions (E.g. hot, humid or cold)?	YES
Does anyone work with plant or machinery that vibrates?	YES
Is anyone exposed to hazardous substances?	YES

Is anyone consistently exposed to loud noise?	YES
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## ASSESSING FATIGUE RISKS

Risk assessment is a way of deciding which hazards need to be addressed and in what order. Risk assessment should reveal:

- where, which and how many workers are likely to be at risk of becoming impaired by fatigue, and
- how often this is likely to occur and the degree of harm that would result.

When assessing fatigue risk, it is important to recognise factors can be interrelated and therefore should not be considered in isolation. The risk assessment should place the fatigue risk factors in order of priority, and areas with the highest risk should be addressed first.

### Risk-assessment methods include:

- Consulting workers on workloads and schedules – ask if they are having or have experienced work-related fatigue.
- Analysing an audit of working hours and ensure this includes comparing planned working hours with hours actually worked. Where appropriate, related issues to consider in the audit may include work-related travel and work completed outside of normal hours (e.g. when people take work home).
- Completing a risk-assessment of the workplace.
- Reviewing workplace incident data in regard to the fatigue hazard factors. Ask:
  - What is the likelihood that fatigue is contributing to the incidents?
  - What time of day do incidents occur?
  - When incidents occurred, how long had the workers involved been working?
  - Do the incidents often occur when a worker's body clock is low and concentration poor?
- Consulting industry or worker associations who may be able to assist with risk assessments for type of work and workplace, and
- Checking whether workers have had accidents (including transport) travelling home or on work-related journeys.