

# St. Albans Primary School

## FATIGUE MANAGEMENT POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact Joanne Richmond on 9366 2832

### PURPOSE

This Management Policy is a statement of St Albans Primary Schools commitment to proactively measure, mitigate and manage the risks associated with fatigue for all employees whilst driving for school related business.

### SCOPE

The scope of this policy is any staff member driving the school bus or driving for school related business.

### POLICY

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 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.

St Albans Primary School 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

### RISK

Failure to comply with this policy may compromise organisational and individual obligations in relation to the duty of care to students, families, staff and visitors, under the Occupational Safety and Health Act 1984.

The driver is responsible for ensuring that they are not fatigued and are capable of driving, all doubts over driving ability should be raised to the school Principal immediately.

Fatigue includes (but is not limited to):

1. feeling sleepy, and

2. feeling physically or mentally tired, weary or drowsy, and

3. feeling exhausted or lacking energy, and

Fatigue may arise from both non-work and work related activities and can have an effect on an employee's state of alertness with consequential impacts on employee work performance and well being.

## ROLES & RESPONSIBILITIES

### Principal:

- Facilitate and promote a positive safety culture to manage fatigue-related risks.
- Ensuring that available resources are prioritised to reduce the incidence of staff fatigue to as low as reasonably practicable.
- Ensuring compliance with this policy
- Communicating requirements of this policy to staff
- Ensuring identification, assessment and management of fatigue related risk
- Responding appropriately to staff reports of fatigue related incidents, errors or behaviours.

### Bus Manager:

- Leading by example to facilitate and promote a positive safety culture to manage fatigue related risk.
- Ensuring identification, assessment and management of fatigue related risk of anyone driving the commuter bus.
- Reporting where appropriate to Principal and EDUSAFE Plus fatigue related incidents, errors or behaviours to do with the commuter bus.
- Making recommendations to the Principal, as required, for provision of additional resources to reduce staff fatigue to as low a level as reasonably practicable
- Advising Principal of barriers preventing fatigue risks being managed to as low a level as reasonably practicable.
- Ensuring compliance with this policy of all staff who drive the school bus.

### All Staff

- Leading by example to facilitate and promote a positive safety culture to manage fatigue related risk.
- Promptly identifying and reporting potential risks associated with fatigue to Managers.
- Declaring any additional work undertaken beyond normally scheduled hours, including voluntary and external work
- Advised to consider time-in-lieu policies and procedures in respect to managing fatigue.
- Assuming personal responsibility for individual lifestyle management to reduce fatigue in the workplace and to be able to conduct work duties in a safe and efficient manner

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes.
- Included in staff handbook/manual.
- Hard copy available from school administration upon request.
- Hard copy given to accredited bus driver.

## RELATED POLICIES AND RESOURCES

St Albans Primary school polices:

- [Statement of Values and School Philosophy Policy](#)
- [bus-safety-policy.docx](#)



health safety  
wellbeing policy.pdf

## POLICY REVIEW AND APPROVAL

Policy last reviewed	21 <sup>st</sup> June 2023
Approved by	Principal
Next scheduled review date	21 <sup>st</sup> June 2026