

Hazard Identification	Risk Assessment Lower Risk → Moderate Risk → Higher Risk			Risk Control
<b>MENTAL &amp; PHYSICAL DEMANDS OF WORK</b> These include, for example: 1. Repetitive or monotonous work 2. Sustained physical or mental effort 3. Sustained and/or complex physical or mental tasks	<b>Low Risk</b>	<b>Moderate Risk</b>	<b>High Risk</b>	<b>Options</b> <ul style="list-style-type: none"> <li>&gt; Re-design jobs to eliminate boring, repetitive tasks</li> <li>&gt; Improve communication</li> <li>&gt; Provide training to allow multi-skilling and effective job rotation</li> <li>&gt; Use alarms and monitors, particularly for solo work (eg driving vehicles)</li> <li>&gt; Use plant, machinery and equipment to eliminate or reduce the excessive physical demands of the job</li> <li>&gt; Reduce the amount of time employees/workers need to spend performing sustained physically and mentally demanding work</li> <li>&gt; Ensure there are adequate employees/workers and other resources to do the job without placing excessive demands on staff</li> <li>&gt; Roster enough employees/workers during peak times and demands</li> <li>&gt; Ensure adequate breaks during shifts to allow recovery</li> <li>&gt; Allow supervisors and employees/workers to reschedule tasks if fatigue becomes a problem</li> <li>&gt; Ensure work demands gradually increase towards the middle of the shift and decrease towards the end</li> <li>&gt; Eliminate sources of risks that might exacerbate fatigue (eg lack of job control, manual handling, extremes of temperature)</li> <li>&gt; Improve communication processes</li> <li>&gt; Improve the duration and timing of work</li> <li>&gt; Ensure safe and efficient shift hand-over</li> </ul>
<b>WORK SCHEDULING &amp; PLANNING - NIGHT WORK</b> 1. Shift end (for those working eight hours or more between 10.00pm and 6.00am) 2. Length of shift 3. Sequential night shifts 4. Period of non-work following a sequence of night shifts 5. Breaks during work - frequency 6. Breaks between work periods - recovery time 7. Seasonal work arrangements - hours worked	<b>Low Risk</b>	<b>Moderate Risk</b>	<b>High Risk</b>	<b>Options</b> <b>Night shifts, including the number of consecutive night shifts</b> <ul style="list-style-type: none"> <li>&gt; Eliminate or limit night work where possible</li> <li>&gt; Eliminate the use of nightshifts for particular jobs or activities</li> <li>&gt; Schedule complex tasks for daytime</li> <li>&gt; Schedule work for hours when the risks may be lower – for example, complex and safety-critical tasks are best undertaken during normal day shifts when employees/workers are less likely to be fatigued, rather than during low body clock periods (ie don't schedule tasks between 2am and 6am and, to a lesser degree, between 2pm and 4pm)</li> <li>&gt; Avoid scheduling higher risk tasks on the first night of a night shift cycle. If unavoidable, when planning the task consider additional controls such as job rotation or additional rest breaks</li> <li>&gt; Minimise or redesign routine administrative tasks to ensure employees/workers can focus on core duties during their night work</li> <li>&gt; Allow for naps during night shifts</li> <li>&gt; Limit the number of consecutive night shifts worked – no more than four night shifts in a row</li> <li>&gt; Allow regular night employees/workers periods of normal nights' sleep to catch up on their sleep deficit</li> <li>&gt; Ensure that rosters allow for at least two full nights' sleep after the last night shift</li> <li>&gt; Arrange shifts so that day sleep is adequate</li> <li>&gt; Use a forward-rotation shift system (ie morning to afternoon, afternoon to night)</li> <li>&gt; Improve the order, speed, direction and length of rotation of the shift cycle</li> <li>&gt; Except for emergencies, give at least 24 hours notice before night work. Consider providing a longer period of notice so that employees/workers have time to adjust their activities</li> </ul>
<b>WORK SCHEDULING &amp; PLANNING - SHIFT WORK</b> 1. Length of shift 2. Time of shift 3. Speed and direction of shift 4. Split shifts/variable shifts	<b>Low Risk</b>	<b>Moderate Risk</b>	<b>High Risk</b>	<b>Options</b> <b>Hours of work in a single shift. This includes travel time, especially for remote sites</b> <ul style="list-style-type: none"> <li>&gt; Reduce working hours</li> <li>&gt; Increase resourcing</li> <li>&gt; Eliminate the use of extended hours for particular jobs or activities</li> <li>&gt; Control the length of shifts</li> <li>&gt; Limit the use of overtime, especially unscheduled overtime</li> <li>&gt; Monitor hours of work</li> <li>&gt; Provide alternative transport at end of overtime/long shift</li> </ul>
<b>WORK SCHEDULING &amp; PLANNING - HOURS</b> 1. Average weekly hours 2. Total hours over a three-month period 3. Daily work hours 4. Daily work hours and work-related travel 5. Scheduling of work	<b>Low Risk</b>	<b>Moderate Risk</b>	<b>High Risk</b>	<b>Options</b> <b>Hours of work across a shift cycle</b> <ul style="list-style-type: none"> <li>&gt; Develop a working-hours policy on daily work hours, maximum average weekly hours, total hours over a three-month period and work-related travel</li> <li>&gt; Reduce working hours</li> <li>&gt; Reduce the number of consecutive day shifts that can be worked</li> <li>&gt; Eliminate or reduce the need to work long shifts for more than four consecutive days</li> <li>&gt; Allocate shift employees/workers consecutive days off, including some weekends, depending upon their fatigue risk level</li> <li>&gt; Avoid working arrangements that provide incentives to work excessive hours</li> <li>&gt; Control overtime, shift swapping and on-call duties</li> <li>&gt; Offer alternatives to employees/workers who may have difficulties adjusting to working hours</li> <li>&gt; Provide rest days; (opportunity for two consecutive night sleeps)</li> <li>&gt; Improve the timing of shifts</li> <li>&gt; Allow for family and social commitments between shifts and shift cycles</li> <li>&gt; Make sure that there is enough time in a break for six hours uninterrupted sleep</li> <li>&gt; Provide more and/or longer breaks to allow for recovery within work periods</li> <li>&gt; Provide adequate resources to cover breaks</li> <li>&gt; Ensure adequate number and location of crib and toilet facilities</li> <li>&gt; Reduce the use of split shifts</li> <li>&gt; Where split shifts are used, arrange timing so sleep of employees/workers is not disrupted due to the times they are required to work</li> <li>&gt; Don't start or finish between 10pm and 6 am</li> <li>&gt; Ensure time for adequate communication at shift handovers</li> <li>&gt; Match shift times to the availability of public transport</li> <li>&gt; Set shift rosters ahead of time and avoid sudden changes of shifts to allow employees/workers to plan leisure time</li> <li>&gt; Reduce irregular and unpredictable work schedules</li> </ul>
<b>EXCESSIVE COMMUTING TIMES NECESSARY</b>	<b>Low Risk</b>	<b>Moderate Risk</b>	<b>High Risk</b>	<b>Options</b> <ul style="list-style-type: none"> <li>&gt; Start work at long distance commute sites on the day after arrival and start travel home on the day after the shift cycle is finished</li> <li>&gt; Assist with travel arrangements, eg provide transport</li> <li>&gt; Reduce active working time to account for long commuting time or distance</li> </ul>
<b>WORK ENVIRONMENT CONDITIONS</b> 1. Exposure to hazardous substances and atmospheric contaminants 2. Exposure to noise 3. Exposure to extreme temperatures 4. Exposure to vibration 5. Effect of exposure during extended shifts	<b>Low Risk</b>	<b>Moderate Risk</b>	<b>High Risk</b>	<b>Options</b> <b>Hours of work across a shift cycle</b> <b>Stress</b> <ul style="list-style-type: none"> <li>&gt; Improve job control and the other risk factors associated with stress</li> <li>&gt; Ensure opportunities to clarify stress-related issues</li> </ul> <b>Physical conditions</b> <ul style="list-style-type: none"> <li>&gt; Avoid working during periods of extreme temperature</li> <li>&gt; Control exposure to hazardous substances and environments</li> <li>&gt; Provide effective protective clothing and equipment, allowing for different shifts.</li> <li>&gt; Use heating and cooling to control ambient temperatures to support alertness</li> <li>&gt; Provide adequate facilities for rest, sleep, meal breaks, onsite accommodation (if appropriate) and other essential requirements, such as bathroom facilities</li> <li>&gt; Install adjustable, vibration-free seats in appropriate machinery and vehicles</li> <li>&gt; Ensure the workplace and surroundings are well lit, safe and secure</li> <li>&gt; Employees/workers who perform repetitive manual tasks should have regular rest breaks</li> <li>&gt; Ensure exposures are carefully monitored and exposure levels adjusted. For example, exposure during a 10-hour shift may not equate to 1.25 times the exposure experienced during an eight-hour shift</li> </ul>
<b>INDIVIDUAL &amp; NON-WORK FACTORS</b> 1. Sleep (amount and quality) 2. Health 3. Fitness for work 4. Lifestyle factors	<b>Low Risk</b>	<b>Moderate Risk</b>	<b>High Risk</b>	<b>Options</b> <ul style="list-style-type: none"> <li>&gt; Maintain vigilance in identifying non-work related factors</li> <li>&gt; Subsidise modifications to private homes to improve sleeping conditions (eg air conditioning)</li> <li>&gt; Provide information and education about how non-work related factors can increase the risks of fatigue</li> <li>&gt; Provide a mechanism to encourage employees/workers to report non-work factors that might affect fatigue management</li> </ul>