**Fatigue Risk Management Chart**

### MENTAL & PHYSICAL DEMANDS OF WORK

- **Lower Risk**
  - Highly repetitive work
  - Workload that does not demand extended periods of time

- **Moderate Risk**
  - Sustained physical or mental effort
  - Highly physically demanding work that results in muscle/tendon fatigue

- **Higher Risk**
  - High risk job (fatigue management needs to be incorporated into the scope of work and work design)

### WORK SCHEDULING & PLANNING - NIGHT WORK

1. **Shift end** (for those working 8 hours or more between 10pm and 6am): 2. **Length of shift**: 3. **Sequenced work arrangements**: - hours worked

### WORK SCHEDULING & PLANNING - NIGHT WORK

1. **Length of shift**: 2. **Time of shift**: 3. **Speed and direction of shift**: 4. **Split shifts/variable shifts**: 5. **Sustained physical or mental effort**: - hours worked

### WORK SCHEDULING & PLANNING - NIGHT WORK

1. **Night shift, including the number of consecutive night shifts**: 2. **Breaks between work shifts**: 3. **On call duties**: 4. **Regular and predictable hours**

### WORK ENVIRONMENT CONDITIONS

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**

### INDIVIDUAL & NON-WORK FACTORS

1. **Sleep (amount and quality)**: 2. **Health**: 3. **Fitness for work**: 4. **Lifestyle factors**

### EXCESSIVE COMMUTING TIMES NECESSARY

1. **Minimal commuting time**: 2. **Commuting time**

### WORK SCHEDULING & PLANNING - SHIFT WORK

1. **10 hours**: 2. **Adequate breaks**: 3. **Adequate time for sleep, travel, meals, etc**: 4. **Regular and predictable hours**

### WORK SCHEDULING & PLANNING - SHIFTS

1. **Hours of work in a single shift**: 2. **Shifts**: 3. **Breaks between work shifts**: 4. **On call duties**: 5. **Regular and predictable hours**

### WORK SCHEDULING & PLANNING - HOURS

1. **Average hours per week**: 2. **Total hours over a three-month period**: 3. **Daily work hours**: 4. **Daily work hours and work-related travel**: 5. **Scheduling of work**:

### WORK SCHEDULING & PLANNING - HOURS

1. **2.5-40 hours (working week)**: 2. **8 hours (working week)**: 3. **9 hours (working week)**: 4. **10 hours (working week)**: 5. **Regular and predictable hours**

### Risk Assessment

- **Low Risk**
  - Re-design jobs to eliminate boring, repetitive tasks
  - Improve communication
  - Provide training to allow multi-skilling and effective job rotation

- **Moderate Risk**
  - Use alarms and monitors, particularly for sub-work (e.g. driving vehicles)
  - Use plant, machinery and equipment to eliminate or reduce the excessive physical demands of the job
  - Reduce the amount of time employees/workers need to spend performing sustained physically and mentally demanding work

- **Higher Risk**
  - Ensure there are adequate employees/workers and other resources to do the job without placing excessive demands on staff

### Risk Control

- **Low Risk**
  - Roster enough employees/workers during peak times and demands
  - Ensure adequate breaks during shifts to allow recovery
  - Allow supervisors and employees/workers to rectable tasks if fatigue becomes a problem

- **Moderate Risk**
  - Ensure work demands gradually increase towards the middle of the shift and decrease towards the end.
  - Ensure sources of risk that might exacerbate fatigue (e.g. lack of job control, manual handling, extremes of temperature)
  - Ensure communication processes
  - Improve the duration and timing of work
  - Ensure safe and efficient shift hand-over

- **Higher Risk**
  - Limit the number of consecutive night shifts worked – no more than four night shifts in a row
  - Allow regular employees/workers/periods of normal nights sleep to catch up on their sleep deficit
  - Ensure that roster allow for at least two full night shifts
  - Ensure that regular breaks are provided in the middle of the shift
  - Arrange shifts so that day sleep is adequate
  - Use a forward-forward shift system (e.g. morning to afternoon, afternoon to night)
  - Care for fatigue services, typically 24 hours notice before night work. Consider providing a longer period of notice so that employees/workers have time to adjust their activities

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