



Australian Government

TLIF0031 Administer a fatigue risk management system

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Modification History

Release	Comments
1	This unit of competency was first released in TLI Transport and Logistics Training Package Release 17.0.

Application

This unit of competency involves the skills and knowledge required for road transport schedulers or supervisors/managers to administer a fatigue risk management system (FRMS) in the Transport and Logistics industry.

It includes identifying and managing risks associated with fatigue during heavy vehicle driving, operating within a FRMS, planning trips and updating records, and developing and implementing policies, procedures and strategies to minimise fatigue in the workplace.

Work is performed under limited supervision generally within a team environment.

Licensing/Regulatory Information

Legislative and regulatory requirements are applicable to this unit. The primary legislative requirement of this unit of competency is the Heavy Vehicle National Law (HVNL). HVNL may not apply in some jurisdictions, and its application should be checked prior to delivering this unit.

A FRMS relates to the management of fatigue risks under the NHVR fatigue accreditation schemes.

Being awarded this unit of competency is a necessary requirement to obtaining National Heavy Vehicle Regulator (NHVR) Alternative Compliance Accreditation but is only one of the criteria. Prospective applicants should check with the NHVR before undertaking training and/or assessment.

Pre-requisite unit(s)

Not applicable

Competency field(s)

F - Safety Management

Unit sector(s)

Transport and Logistics

Elements and Performance Criteria

Elements		Performance Criteria	
<i>Elements describe the essential outcomes.</i>		<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>	
1	Manage heavy vehicle driver fatigue strategies	1.1	Identify signs of fatigue in heavy vehicle (HV) drivers in accordance with Heavy Vehicle National Law (HVNL), regulations and workplace procedures
		1.2	Identify potential causes of fatigue and take action to minimise their effects in accordance with the fatigue risk management system (FRMS)
		1.3	Plan and implement HV driver schedules in accordance with HVNL obligations, regulations, fatigue management strategies and driver consultation
		1.4	Manage fatigue risk within the workplace FRMS and related workplace procedures
		1.5	Monitor and review compliance of HV drivers operating under exemption/s
		1.6	Provide HV drivers with feedback on risks identified with the FRMS
		1.7	Support training and/or counselling to address HV driver fatigue risk
		1.8	Identify and apply legal requirements and responsibilities for effective management of HV driver fatigue
		1.9	Communicate with HV drivers and other relevant personnel about fitness to work, including health, wellbeing and personal fatigue management strategies
		1.10	Implement communication strategies to ensure HV drivers are informed about and understand their fitness to work compliance obligations
		1.11	Provide training to develop and enhance HV driver workplace fatigue management strategies

2	Operate within organisational road transport fatigue risk management system	2.1	Obtain interpret and ensure compliance with fatigue management accreditation requirements and obligations
		2.2	Ensure fatigue risk within the FRMS is covered in workplace induction for HV drivers and other relevant personnel
		2.3	Monitor and report problems related to fatigue risk within the FRMS in accordance with HVNL obligations and workplace procedures
		2.4	Distribute fatigue risk management plans and procedures to relevant personnel in accordance with workplace procedures
		2.5	Work with other relevant parties in the chain of responsibility (CoR) to support compliance with the organisations' fatigue risk management policies and procedures
		2.6	Review and analyse outcomes of incidents and safety investigations to identify the extent to which fatigue may have been a contributing factor, and identify required corrective actions
		2.7	Identify and analyse external risks relating to fatigue within the supply chain and CoR and implement corrective actions as required in accordance with HVNL obligations and regulations
		2.8	Report non-compliance related to fatigue risk within FRMS, including details of action taken to prevent recurrences, in accordance with workplace policies and procedures
		2.9	Identify and report fatigue risk of external parties in the CoR in accordance with HVNL obligations and workplace procedures
		2.10	Identify and document exemptions for work, rest, emergency, and/or record keeping, as required, in accordance with HVNL obligations and workplace procedures

		2.11	Initiate corrective action for personnel who contribute to non-compliance with workplace fatigue procedures
3	Schedule work and rest hours in compliance with a fatigue risk management system	3.1	Schedule HV driver work and rest hours with consideration to the trip/timetable and road conditions in accordance with regulations and workplace procedures
		3.2	Seek and consider HV driver input into schedules when planning trips/timetables
		3.3	Identify and manage changes in schedules/rosters and workplace procedures related to fatigue risk management
		3.4	Identify, interpret and apply legal requirements, liabilities and responsibilities for fatigue risk management
		3.5	Identify and implement HVNL fatigue risk management compliance and safety strategies
		3.6	Review and analyse the reasons for scheduled versus actual hours of work non-compliance and take corrective action as required
4	Plan and manage heavy vehicle trips	4.1	Plan and review trip conditions, timelines, work and rest requirements to ensure fatigue is minimised, in accordance with HVNL fitness to work requirements and workplace procedures
		4.2	Apply workplace procedures for monitoring and managing waiting times, loading and unloading to ensure driver does not become impaired by fatigue or unfit to work
		4.3	Communicate proposed trip with HV driver/s and relevant personnel
		4.4	Communicate deviations to proposed trip plan to HV driver/s and relevant personnel in accordance with regulations and workplace procedures
		4.5	Plan exemption requirements, and ensure relevant personnel are aware of them, in accordance with regulations and workplace procedures

5	Update and maintain records	5.1	Implement and monitor workplace policies and procedures for fatigue risk management record storage and retrieval
		5.2	Review and amend road transport FRMS and workplace procedures, as required, to ensure compliance with HVNL
		5.3	Monitor and review work diary/records for compliance with HVNL and workplace procedures
		5.4	Maintain relevant heavy vehicle workplace records in accordance with workplace policies and procedures

Foundation skills

Foundation Skills essential to successful completion of this unit are mapped to the Australian Core Skills Framework (ACSF) and the European Digital Competence Framework (DigComp 3.0). Further information is available in the TLI Training Package Foundation Skills Companion Volume.

Range of conditions

Not applicable

Assessment Requirements for TLIF0031 Administer a fatigue risk management system

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include:

- applying Heavy Vehicle (HV) driver fatigue management strategies including:
 - identifying and responding to signs and causes of HV driver fatigue
 - identifying fatigue risk factors for HV drivers and assisting them with identifying countermeasures
 - providing feedback to HV drivers about compliance when implementing the fatigue risk management system (FRMS), and initiating corrective action for non-compliance
 - ensuring HV drivers receive induction, training, and/or counselling where required, about fatigue management and fitness work strategies and obligations
- administering the organisation's road transport FRMS including:
 - reading, interpreting, applying and ensuring compliance with:
 - fatigue management workplace policies and procedures
 - applicable FRMS requirements
 - applicable regulations
 - Heavy Vehicle National Law (HVNL) obligations
 - exemptions where they are in place
 - identifying fatigue risks and implementing fatigue control measures
 - building awareness of fatigue management strategies, procedures and regulatory/legal obligations in HV drivers and other relevant personnel
 - participating in internal reviews and periodic audits
 - recognising non-compliance with fatigue management strategies and regulations, and taking appropriate action
 - identifying and responding to external fatigue risks within the supply chain and chain of responsibility (CoR)
- scheduling work and rest hours including:
 - applying fatigue management strategies when scheduling HV drivers
 - allowing for reasonably foreseeable circumstances when scheduling
 - identifying and managing changes in schedules
 - ensuring compliance with trip, work and rest requirements

- seeking HV drivers' input when scheduling
- planning and monitoring heavy vehicle trips including:
 - including factors such as exemptions, and loading and unloading times in trip planning
 - communicating about trip plans, and any deviations to them, with HV drivers and other relevant personnel
 - monitoring HV driver signs and causes of fatigue
- maintaining records including:
 - monitoring and maintaining work diaries/records and all relevant documentation in accordance with HVNL obligations and workplace procedures
 - preparing and actioning non-compliance reports.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- fatigue risk including:
 - hierarchy of risk control
 - fatigue risk management principles
 - fatigue risk signs and causes
 - strategies to identify and manage fatigue risks
 - what constitutes 'fit to work'
 - countermeasure identification, implementation and monitoring
 - trend analysis
- management of a FRMS including:
 - workplace policies and procedures
 - relevant legal requirements and regulations
 - fatigue management obligations when moving between jurisdictions where different legislation/regulation applies
 - planning, implementation and monitoring of a FRMS
 - reviewing a FRMS and periodic audit requirements
 - non-compliance and penalties related to relevant driver fatigue legislation
 - processes and resources for assessing heavy vehicle driver fatigue risk management competence
 - employer accreditation systems and obligations

- exemption notices
- fatigue management training requirements
- assisting drivers to assess their level of fatigue and evaluate their own fitness for work
- the use of fatigue-related technologies for managing fatigue risk
- principal obligations relating to fatigue risk management in HVNL including:
 - consideration of traffic conditions in managing speed and fatigue
 - work and rest times
 - trip conditions including vehicle dimensions, load limits and securing loads
 - relevant fatigue risk management training programs and support resources
 - record keeping responsibilities and compliance obligations
 - work diary requirements, including paper, electronic, and moving between the two
- chain of responsibility (CoR) including:
 - parties in CoR and their roles and obligations related to fatigue risks
 - strategies required when non-compliance with fatigue HVNL is identified within the CoR
 - consequences of non-compliance and failure to manage fatigue within the CoR.

Assessment Conditions

Registered Training Organisations (RTOs) are required to be approved by the National Heavy Vehicle Regulator (NHVR) to deliver and assess this unit for NHVR accreditation purposes.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, legislation, codes of practice and operation manuals.

Mandatory Workplace Requirements

Assessment of performance evidence may be in a workplace setting or an environment that accurately represents a real workplace.

Unit Mapping Information

Previous Code and Title	Equivalence	Comments
TLIF0006 Administer a fatigue risk management system	Equivalent	

Links

Companion volumes, including implementation guides, are found on the national training register - <https://training.gov.au/training/details/TLI>.