

THE GLIDING FEDERATION OF AUSTRALIA INC

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FATIGUE MANAGEMENT POLICY

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1 PURPOSE

The Gliding Federation of Australia Inc (GFA), trading as Gliding Australia, recognises that staff, contractors and volunteer officers are central to our success and as such managing their fatigue is of paramount importance in Gliding Australia meeting its objectives.

This policy simultaneously ensures that Gliding Australia meets all legislative and regulatory obligations including the provision of well-managed operations, a culture of excellence and a healthy workforce appropriate to its business needs and sustainability.

2 SCOPE

This policy applies to all staff, contractors and volunteer officers of Gliding Australia.

3 POLICY STATEMENT

By working together to encourage a culture of health and safety awareness, and by using MOSP 5 – Safety Management System, Gliding Australia staff, contractors and volunteer officers can assist to eliminate or minimise the risks associated with fatigue.

Extended working hours, attending events on weekends and evenings and responding to the emergence of a 24-hour news cycle in relation to aviation related incidents and accidents may contribute to the fatigue level of an employee, contractor, or volunteer officer.

Gliding Australia staff, contractors and volunteer officers are expected to work together in managing their own fatigue and the fatigue of colleagues by taking a co-operative approach to workplace activities.

4 UNDERSTANDING FATIGUE

4.1 Symptoms of Fatigue

Symptoms of fatigue vary but may include blurred vision, difficulty keeping eyes open, head nodding, drowsy feeling, irritability, falling asleep at work, micro sleeps, and feeling tired after sleep.

4.2 Consequences and Effects of Fatigue

The health and safety consequences of fatigue include:

- slowed reaction time.
- poor coordination.
- poor concentration.
- poor communication.
- high error rates.
- reduced vigilance.
- reduced judgment and decision-making ability.

Longer-term health effects of fatigue include increased risks of:

- heart disease.
- diabetes.
- hypertension.
- gastrointestinal disorders.
- lower fertility.
- anxiety and/or depression.

4.3 Causes of Fatigue

Fatigue may be caused by factors including:

- sleep loss.
- long periods awake (greater than 17 consecutive hours).
- inadequate sleep (less than 7-8 hours each night).
- poor quality sleep.
- psychological stresses.
- work demands
- sustained mental or physical effort.

4.4 Disruptions to Circadian Rhythms

The body's states of sleep and wakefulness are regulated by the circadian clock, also known as the body clock. A disruption to the circadian rhythm, such as working during the night or travel across time zones, may put a person at risk of developing fatigue, even when they appear to be having adequate amounts of quality sleep.

5 MANAGING FATIGUE AT GLIDING AUSTRALIA.

5.1 Risk Management

Staff, contractors and volunteers should adopt an ongoing risk management approach as described in Section 5 of MOSP Part 5 – Safety Management System, in combating fatigue:

- identifying hazards;
- assessing risks;
- eliminating or minimising risks; and
- monitoring and communicating fatigue risks and the effectiveness of risk mitigations.

5.1.1 Identify fatigue hazards

Some examples of fatigue hazards are provided in the table below:

FATIGUE HAZARD	EXAMPLE
Mentally demanding work	Concentrating on complex documents for extended periods. Protracted use of complicated software systems. Poor task procedures.
Physically demanding work	Lengthy periods of flying supervision or maintenance activities in difficult work environments.
Emotionally demanding work	Dealing with members with challenging behaviours, or sensitive problems.
Work schedule	Insufficient recovery time between work hours Time of day/night that the work is undertaken
Culture of the work environment	Avoiding breaks Delaying leave
Travel	Travel that starts early Travel late at night Driving when already fatigued Driving long distances Travel within unreasonable timeframes

Table 5-1: Examples of fatigue hazards

5.1.2 Assess risks

Once a fatigue hazard is identified, the risk of potential harm needs to be assessed in terms of its likelihood, and its consequences on staff, contractors and volunteer officers.

5.1.3 Eliminate risks of fatigue

The only long-term effective strategy to eliminate fatigue is adequate sleep.

Short term strategies include optimising flexible working arrangements, providing assistance, reallocating resources, managing the work schedule to ensure adequate breaks, and planning travel.

5.1.4 Minimise risks of fatigue

Discuss any concerns with managing risks of fatigue with your department head to identify options including improving controllable aspects of fatigue risks, for example: office procedures, forward planning, and job design.

5.1.5 Monitoring and communicating

Monitoring the fatigue risks, communicating the effectiveness of risk elimination and minimisation measures, is critical to managing fatigue. Department heads must be appraised of fatigue risks associated with issues under their control. Both preventive and response aspects must be considered.

5.2 Travel

Travel presents particular fatigue risks within Gliding Australia, due to the long distances travelled, the time demands, the intensity of the work undertaken, and the constraints of the employment framework. During peak work periods, it is worth evaluating whether physical travel is necessary, or whether online means of communication would be safer or more efficient.

To the extent possible, and within the current limits of available Gliding Australia resources:

- avoid travel where other suitable communication options are available.
- avoid travelling in the early morning or late at night, particularly if driving.
- avoid scheduling an early start after travelling until late the previous night.
- avoid scheduling a late meeting, or staying late at an event if travel is scheduled to commence early the next day.
- if feasible, consider travelling on the day before or after official business.

5.2.1 Driver fatigue

Driving whilst fatigued increases the risk of having a micro sleep and losing control of the vehicle.

Fatigued drivers may experience some of the following symptoms:

- sore eyes.

- light boredom, restlessness.
- drifting of attention.
- occasional yawning, drowsiness, nodding off.
- not maintaining consistent speed.
- difficulty concentrating.
- missing traffic signs, drifting out of their lane.

A driver should not attempt to fight fatigue, however, precautions should be taken to avoid distractions and boredom whilst driving, such as:

- avoid driving during your normal sleeping time.
- share the driving with a co-driver, where possible.
- avoid fatty foods and foods high in sugar.
- use caffeine in moderation.
- do not drink alcohol.

If a staff member, contractor or volunteer drives early in the morning, or late at night, they should take short 'power naps', as needed, to refresh. In addition, drivers should take regular breaks on long journeys. The NRMA recommends a 15-minute break every two hours.

5.3 What to do

If you, or someone in your workplace is suffering from fatigue, the best immediate course of action is to rest, and if possible, sleep.

If you find that fatigue is an ongoing issue, a discussion with your manager may be appropriate to assist in developing alternative working arrangements to prevent further instances of fatigue.

6 LEGISLATION

Gliding Australia must be compliant with legislation including Work Health and Safety legislation by virtue of which employers and staff, contractors and volunteer officers have a legal responsibility to comply with any measures that promote health and safety in the workplace. Legislation includes:

- Work Health and Safety Act 2012
- CASR Part 149