

THE MANAGEMENT AGENCY

AMERICAN FOULBROOD NATIONAL PEST MANAGEMENT PLAN

Policy Document

Policy Number: AFB/22/0/11 - 026

Policy Title: Apiary Auditor: Fatigue Policy (Health and Safety at Work Act 2015)

Note: This policy is contained in the AFB Authorised Persons Health and Safety Guidelines document dated July 2016

Legislation: Health and Safety at Work Act 2015.
Biosecurity (National American Foulbrood Pest Management Plan) Order 1998

Scope: The Management Agency (Board) of the American Foulbrood National Pest Management Plan has a duty for the health and safety of all apiary auditors and other persons in the work place.

Note (1): Other persons include contractors and visitors.

Note: (2) This policy should be read in conjunction with the provisions of the contract agreement between the Management Agency and the AFB apiary auditors.

Policy Statement: Responsibility of Management Agency Board

The duty of care of the Management Agency is to ensure the health and safety of AFB apiary auditors, by minimising the fatigue risk when working, including work-related driving by:

- Educating AFB apiary auditors not to carry out work or to drive when fatigued by:
 - Informing them of the signs and symptoms of fatigue.
 - Advising AFB apiary auditors of the health and safety risks of fatigue.
 - Discussing fatigue management options with AFB apiary auditors.
- Monitoring and managing hours worked (including work related driving time To prevent auditors routinely exceeding normal scheduled total hours over a five or six day week.
- Make it known that overnight accommodation is accepted and expected when the worker considers driving home will be unsafe and directing overnight accommodation when hours of work away from their home location will exceed normal scheduled hours.
- Only approving beyond six consecutive days of work without a rest day in an emergency situation or to meet an operational requirement (e.g. an AFB incursion)



Responsibility of AFB Apiary Auditors

It is the responsibility of all AFB apiary auditors to take reasonable care of their own health and safety and to ensure their acts or omissions do not adversely affect other persons in the work place, by complying with the following reasonable instructions to minimise the risk of fatigue by:

- Reporting fit for work after restorative sleep and not carrying out work or driving in an impaired state.
- Reading and understanding the signs and symptoms of fatigue while inspecting and whilst driving.
- Informing and discussing with the AFB PMP Manager when feeling fatigued and discussing managing same.
- Planning not to routinely exceed normal scheduled hours, inclusive of work-related driving time.
- Planning overnight accommodation for restorative sleep when hours of work away from home location will exceed normal scheduled hours.
- Taking a rest break of nine hours minimum before commencing work the next working day.
- Planning not to exceed six consecutive days of work each week.
- Seeking the AFB PMP Manager's approval to work more than six consecutive days without a rest in an emergency situation to meet an operational requirement.
- Planning full rest days after working more than six consecutive days.

Appendix 1:

Signs and Symptoms of Fatigue

Appendix 2:

Health and Safety Risks and Fatigue Management

Effective Date:

16 September 2016.

Review Date:

16 September 2018 (or earlier as considered appropriate by the AFB Authorised Person Health and Safety Committee and the AFB PMP Manager)



John Hartnell
Chairman AFB PMP Management Board

Date 18.9.16

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Policy Number: AFB/22/0/11 - 026

Policy Title: **Apiary Auditor: Fatigue Policy (Health and Safety in Employment Act 1982 As Amended)**

Appendix 1 **Signs and symptoms of Fatigue**

Physical Signs

- Clumsiness
- Slurred or slowing speech
- Irritability (uncharacteristic bickering or complaining)
- Disorientation or confusion.
- Squinting, rubbing the eyes
- Posture (swaying; hunching; drooping, nodding, or cradling head; leaning)
- Micro-sleeps (momentary lapses in consciousness)
- Describing hallucinations and/or paranoid behaviour)
- Vacant stare with sunken blood shot eyes
- Collapse and/or involuntary sleeping
- Expresses lack of concern or care about inspection work, the future, self or others.

Functional Signs

- Degraded cognitive and sensory acuity
- Forgetfulness, or asking for instructions to be repeated.
- Decreased interaction with others
- Reduced capacity of effective interpersonal communications
- Decrease in work output
- Increase in work errors/lapses of judgement
- Lowered situational awareness
- Diminished sense of self-preservation, increased risk acceptance.
- Neglect of procedures
- Generalised apathy
- Lack of self- awareness, personal hygiene
- Absenteeism
- Poor Judgement
- Reduced visual perception
- Reduced hand-eye coordination
- Reduced vigilance

- Slower reaction time

Symptoms

- Thirst or hunger
- Inability to concentrate
- Impaired recollection of times and events
- Eye Strain, sore or “heavy” eyes, dim and blurred vision
- Droning or humming in the ears
- Headaches (dehydration)
- Faintness or dizziness
- Unusual lack of energy or vitality
- Intermittent loss of muscular strength, stiffness, cramps.
- Loss of manual dexterity /difficulty making fine movements.
- Feeling cold.

Signs of Driver Fatigue

- Blinking frequently
- Cannot stop yawning
- Becoming aware you have had your eyes shut
- Micro-sleeps (momentary lapses in consciousness)
- Wandering over the centre line or road edge
- Wandering thoughts
- Not remembering driving the last few kilometres
- Slowing down or speeding unintentionally.

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Appendix 2: Health and Safety Risks and Fatigue Management

Fatigue as an observable physiological state should not be confused with common drowsiness or the diagnosed medical condition, chronic fatigue syndrome. Fatigue results in short-term deficiency of mental function, temporary decrease in work output and eventually a disinclination or disability to respond to a situation. Physical capability will deteriorate relatively rapidly if the fatigue is not managed. Unmanaged chronic fatigue manifests in serious health problems, which may require longer-term medical care.

Fatigue Management is an organisational attempt to prevent the onset of fatigue, or to minimise the effects of fatigue. The only way to minimise fatigue is to recognise early signs and reverse them with adequate rest, food, water and sleep. The only cure for fatigue is restorative sleep.

Signs of fatigue are changes in behaviour, appearance, or ability that can be seen. Early effects reduce the fatigued person's ability to focus on complex mental processes and perform fine motor skills. Gross motor skills (the ability to perform basic physical tasks like walking) and general state of health will be affected over the longer term.

Stress is a natural and temporary response to an individual's awareness that they do not have the ability to cope with the current demands of their environment. If stress is not managed appropriately, it can lead to wellbeing issues, including fatigue. Stress is perceptual and tolerance varies between individuals; so it must be treated seriously when-ever it causes enough concern to the affected person that they report symptoms or show signs.

Symptoms are changes that maybe felt and/or reported by a person (refer Appendix 1).

Circadian Rhythms are also called the body clock. Most people are day-orientated, designed to work in the daytime and sleep at night. The circadian rhythms are the body's natural rhythms and are repeated approximately every 24 hours. These rhythms regulate sleeping patterns, body temperature, hormones levels, digestion and many other functions. Work schedules that require people to be awake and active at night or early morning or working long hours cause disruption to the body's natural

rhythms. This will affect the quality of sleep and lead to a build-up of sleep debt and a drop in alertness and performance.

Sleep Debt is accumulation of lost sleep over a period of time. The optimum amount of sleep required by a person varies, with seven to eight hours of daily sleep considered the average amount required by an adult.

Rest Break means not working, regardless of duration or whether the break is paid. It may be a formal scheduled break, or simply taking a few minutes to stretch and rehydrate.

Management Agency's Prevention Actions and Management of Fatigue

- Look for signs of fatigue
- Have and show empathy
- Ask the AFB apiary auditor if they are ok
- Offer guidance or instruction as appropriate
- Ask for instructions to be repeated back, to confirm understanding and ascertain level of impairment.
- Stop an impaired AFB apiary auditor from driving any vehicle
- Stop an impaired AFB apiary auditor from conducting any high-risk task
- Offer support when AFB apiary auditor appears to be overwhelmed
- Realistically plan work and indicate level of priority
- Ensure AFB apiary auditors take rest breaks of a frequency and duration appropriate for the nature of the work.
- Ensure AFB apiary auditors have a minimum of 9 hours off between work periods and one rest day after working 6 days straight.
- Require and approve a health and safety plan for non-routine intensive work, including an explanation of how fatigue will be prevented and managed.
- Support an early return to work in a fit state after impairment.
- Encourage health lifestyle and work/life balance.

AFB Apiary Auditor's Prevention and Management of Fatigue- Factors an AFB Apiary Auditor should consider that might contribute towards fatigue

- Dehydration, inadequate food or poor health
- Unmanaged or prolonged stress.
- Lack of physical fitness for strenuous and/or prolonged exertion
- Uninterrupted periods of monotonous and/or sedentary activities.
- Disrupted and/or lost sleep.
- Poor work/life balance
- Personal problems.

AFB Apiary Auditor Prevention Measures

- Take regular and adequate rest breaks
- Plan and prioritise work
- Maintain an appropriate work/life balance
- Maintain personal physical fitness, nutritious and adequate hydration.

AFB Apiary Auditor Management Measures

- Seek help for stress, fatigue or personal problems from an appropriate professional, manager health and safety manager or friend.
- Do not undertake inspection work in an impaired state.