

# LIVERPOOL HEALTH AND ACADEMIC PRECINCT MAIN WORKS

## FITNESS FOR WORK FATIGUE MANAGEMENT SUB PLAN

5/05/2023 | PROJECT REVISION No: 8

Sub Plan Revision Status

Date	Revision (in numbers)	Purpose and Summary of Amendments	Reviewed by	Approved by
5/05/2023	1.0	Initial Issue	RT	Ross Trethewy
27/02/2019	1.1	Reviewed to meet Procedure Requirement	GM	Ross Trethewy
13/09/19	1.2	Change to title name, added management Sub Plan	GM	Ross Trethewy
17/05/2021	DRAFT	LHAP	Daisy Badel	Michael Niedzwiecki
07/07/2021	Rev 1	Draft approved review only	Lilly Cauchi	Michael Niedzwiecki
17/11/2021	Rev 2	Review only, no changes	Ian Sheils	Daniel Puljic
08/02/2022	Rev 3	Review only, no changes	Ian Sheils	Daniel Puljic
05/05/2022	Rev 4	Review only , no changes	Dylan Stewart	Daniel Puljic
15/08/2022	Rev 5	Review only no changes	Dylan Stewart	Daniel Puljic
15/11/2022	Rev 6	Review only no changes	Dylan Stewart	Daniel Puljic
5/05/2023	Rev 7	Lendlease Building changed to Lendlease Construction	Nigel Rose	Daniel Puljic
7/11/2023	Rev 8	General review	Nigel Rose	Daniel Puljic

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## 1.0 INTRODUCTION

The purpose of implementing a Fatigue Management Sub Plan is to outline the requirements for effective identification and management of fatigue related risks to ensure that employees or other workers are fit for the inherent requirements of their work. Fatigue is a general term used to describe an acute, ongoing state of tiredness that leads to mental or physical exhaustion and prevents people from functioning within normal boundaries.

The following Sub Plan describes how Lendlease Construction will manage the risk of fatigue at the Liverpool Health and Academic Precinct. The Sub Plan is designed to fulfil the requirements of relevant legislation; provide information about the key elements of fatigue management and its assessment including self-assessment tools and employee assistance programs.

## 2.0 SCOPE

This Sub Plan supports the Lendlease vision of an incident and injury free workplace where every person has the right to return home at the end of each day in the same physical and mental condition that they arrived. The objective of this Sub Plan is to ensure that Lendlease employees and other workers present for work in as fit conducive to a safe and healthy working environment.

**Note** that drug and alcohol use in relation to fitness for work is dealt with separately under the Lendlease Fitness for Work – Drug & Alcohol Policy and its related procedure.

This Sub Plan applies equally to all workers and project workplaces, including:

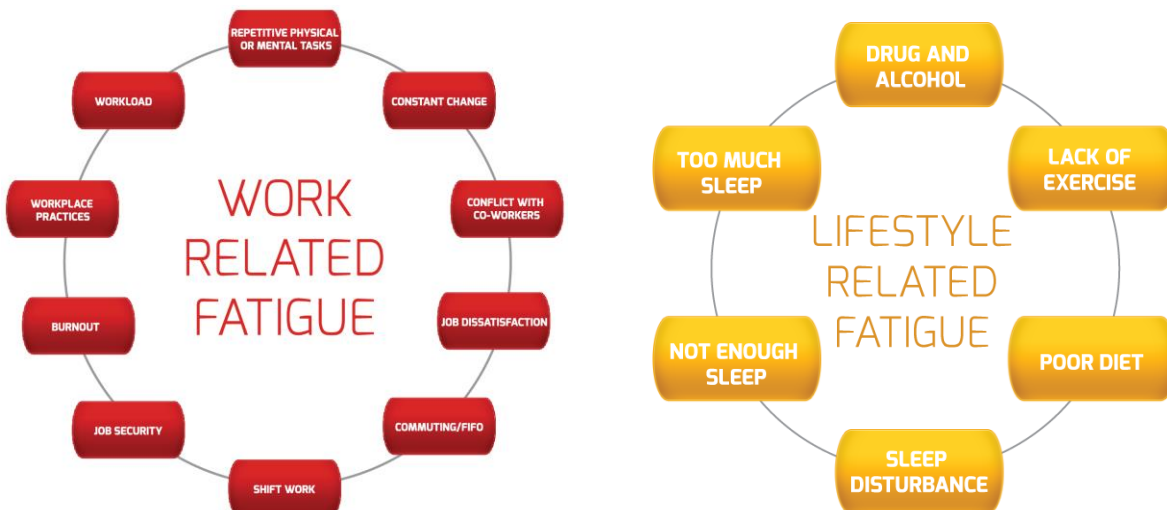
- Employees: i.e. all employees both site and office based.
- Third parties: i.e. agents, contractors, subcontractors, consultants and representatives of any third party or other workers who supplies products or services to Lendlease Construction.

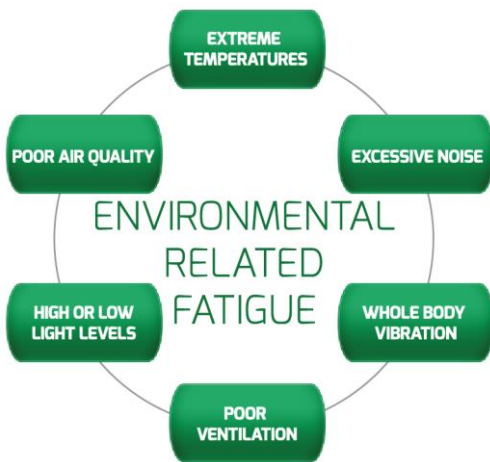
## 3.0 PROCEDURE

In addition to those requirements outlined in the Lendlease Construction Fitness For Work Fatigue Management Procedure the following applies: Fatigue management must consider many aspects. Both employees and management need to work together to ensure the below items are considered.

### 3.1 Fatigue Identification

Fatigue can occur as a result of various factors that may be work related, lifestyle-related or a combination of both. Work related factors can include:





### 3.2 Signs & Symptoms

These include:

- headaches and/or dizziness
- wandering or disconnected thoughts, daydreaming, lack of concentration
- blurred vision or difficulty keeping eyes open
- constant yawning, a drowsy relaxed feeling or falling asleep at work
- moodiness, such as irritability
- short term memory problems
- low motivation
- hallucinations
- impaired decision-making and judgment
- slowed reflexes and responses
- reduced immune system function
- increased errors
- extended sleep during days off work
- falling asleep for less than a second to a few seconds, and being unaware they have done so (otherwise known as micro-sleeps), and
- drifting in and out of traffic lanes or missing gear changes and turn offs when driving.

If anyone develops a concern that reasonable grounds exist to believe that an individual is not fit for work because of fatigue they should discuss their concerns with the Lendlease supervisor. The supervisor shall conduct a risk assessment of the work area and hazards/risk involved.

The individual identified shall be assessed as either Fit for Current Duties; or Not Fit for Current Duties. If action taken involves sending the individual home, then the usual documentation should be completed and appropriate support provided. Note: safe travel for the Individual sent home must be considered. A tool for

Construction Manager or other workplace manager or supervisor to assess worker(s) fatigue levels and task categorisation is included in Appendix A and B. A worker(s) self-assessment tool is provided in Appendix C.

### 3.3 Fatigue Management

#### 3.3.1 General Policy for Work Hours

The construction industry is a dynamic industry and requires flexibility in work hours. The intent of this guide is to provide a base line on what “reasonable” peak work conditions should be. It is understood that each person and working environment is different and therefore should be assessed on its merits in order to ensure the best possible work/life balance.

***It should be remembered that “we value people for the difference they make, not the hours they take”***

#### 3.3.2 Control measures

The standard control measures implemented to minimise the risk of fatigue management at Lendlease Construction workplaces include:

- i. The maximum number of continuous work hours shall not exceed 14 hours per day or a total of 60 hours in any 1-week period inclusive of time worked as a result of any unplanned contingency, meal breaks and direct travel time to and from work;
- ii. The minimum duration between each work day/shift should not less than 10 hours (excluding travel);
- iii. The number of consecutive work days/shifts should not exceed 6 consecutive days or 3 consecutive night shifts;
- iv. No employee is to work 2 consecutive Saturdays or to work on a Sunday without approval.
- v. For employees or other personnel that are required to drive a vehicle in the normal course of their work duties, rest breaks include:
  - Minimum 10 minutes rest break every two hours of continuous driving;
  - Minimum 30 minutes rest break after five hours of continuous driving; and
  - No more than 10 hours of driving in a 24-hour period, unless the driver holds qualifications as a professional driver.

**Note:** In extenuating circumstances the above standard control measures may need to be exceeded. Where exceeded, risk management practices must be implemented where reasonably practicable to do so and to the extent that Lendlease Construction maintains management or control over the employee or other worker, their work duties and their travel arrangements.

#### 3.3.3 Shift Work and Extended Hours Night Works

Shift work or nights works are particularly susceptible to having personnel effected by fatigue whether due to circadian rhythms (bodies own time clock) or other external influences. It is important to ensure that all shift workers and or night works personnel are aware of the hours they are awake. This is particularly important on bids and submissions, multi-site type works in occupied premises (where weekends and nights are the only available times of work) and finalisation of projects.

Particular items to review:

- Ensure all shift workers have NOT come from another project (i.e.; dayshift on one project and then double shift onto night works)
- Ensure that adequate breaks between shifts (min 10 hrs)
- Take into account travel times and location of work to home
- Considerations such as travel arrangements for employees and or hotel rooms etc. must be reviewed.
- Individual and specific fatigue management plans should be prepared for these specific circumstances where significant extended hours are to be worked.

Where the minimum duration between shifts or the maximum consecutive number of work days/shifts exceeds those outlined in part 3.3.2 of this plan, the nature of the work duties must be determined at the workplace and a risk rating identified for those duties.

**Where the risk ranking of any work duties are identified as high risk or the work duties are undertaken within a high risk work environment** the potential for fatigue must be assessed against the standard control measures outlined part 3.3.2 and 3.3.3 of this plan. Where exceeded a task specific Fatigue Management Plan must be developed and control measures implemented to ensure risks to employees or other workers at the workplace are minimised. High risk work environments include:

- All work outlined in the Lendlease Global Minimum Requirements identified as high risk; and
- All work listed as high risk as defined by Schedule 3 of the Work Health & Safety Regulation 2017 or equivalent occupational health and safety legislation; and
- All work listed as high risk construction work under cl. 291 of the Work Health & Safety Regulation 2017, or equivalent occupational health and safety legislation.

Additional control measures to be implemented may include but are not limited to the following:

- Identify safety critical high risk tasks, i.e. those that require a high level of concentration, alertness or co-ordination where the consequences of a mistake or error in judgement could cause serious injury, e.g. driving a road vehicle or operating a crane or other high risk plant and work at heights using industrial rope access or use of a safety harness as a primary fall prevention strategy;
- Shift substitution or rotation for those undertaking high risk work or high risk construction work including safety critical tasks;
- Schedule safety critical work outside low body clock periods (for instance, not between 2am and 6am or 2pm and 4pm);
- Additional labour to supplement the above;
- Changes to work schedules to ensure potential for sleep deprivation is minimised;
- Localised accommodation to minimise driving journeys;
- Rostered days off to extend weekend or other public holidays;
- Additional leave in lieu of extended hours worked;
- Alternative emergency call arrangements;
- Security for car parks or other workplace entry/exit areas including adequate lighting;
- Personal security measures related to use of public transport, i.e. late at night;
- Any proposed shift work with rotating rosters provides for:
  - Minimum length sleep periods, the opportunity for sleep and time of day influences;
  - The cumulative nature of fatigue and sleep debt;
  - The effect of night work on driving performance and both quality and quantity of sleep;
  - The duration of work time (shift length and rotation length);
  - Short breaks within work time;
  - The type of work involved and its environmental conditions; and
  - Flexibility in working arrangements including forward going shifts to maximise time off recovery periods;



- Construction Manager or other workplace manager or supervisor assessment of a worker(s), using the criteria outlined in Appendix A;
- Survey identified work tasks/activities as identified in the workplace Impacts & Hazards Risk Assessment, e.g. safety critical tasks, using Appendix B survey form;
- Worker self-assessment, using Appendix C.

**Where the risk ranking of any work activities is identified as low to medium risk and is undertaken in a low to medium risk work environment** fatigue management control measures must be reviewed to ensure risks to employees or other workers at the workplace are minimised. Low to medium risk work environments include:

- All administration work undertaken in office environments;
- Facility management work environments;

Additional control measures to be reviewed to eliminate or minimise fatigue at these workplaces where the parameters set out in part 3.3.2 and 3.3.3 of this plan are exceeded may include but are not limited to:

- Education on fatigue management awareness;
- Changes to work schedules to ensure potential for sleep deprivation is minimised;
- Additional leave in lieu of extended hours worked;
- Security for car parks or other workplace entry/exit areas including adequate lighting;
- Alternative transport arrangements, e.g. car share or taxi or public transport instead of driving;
- Workplace manager/supervisor assessment of a worker(s), using the criteria outlined in Appendix A;
- Worker self-assessment, using Appendix C;
- Personal security related to use of public transport.

### 3.4.3 Driving – journey management control measures

Driving and journey management is a high risk activity where the risk of fatigue can be present. For a remote project location, a tailored journey management planning must be implemented. An example is listed below and must be adapted to suit project specific needs and locality.

*Example of tailored journey management if required: Where the maximum number of continuous work hours exceeds 12 hours in any 24 hour period (or 8 hours for travel between Katherine and Darwin) inclusive of time worked and as a result of any unplanned contingency, meal breaks and direct travel time to and from work; OR the number of work days/shifts exceeds 6 consecutive days or 3 consecutive nights then the employees or other workers who are required to drive a vehicle to/from work, or for work duties, will be required to undertake alternative transport arrangements (e.g. car share/taxi/bus etc).*

*When travelling as a sole driver between Darwin and Katherine (or other regional area) to undertake work duties and the drive time to the location is 3.5 hours or more (including rest stops) a return trip will not be completed in one day and overnight accommodation is required.*

*When driving long distances (i.e. greater than 4 hours including rest breaks), Lendlease Construction employees must lodge a completed Lendlease Construction Journey Management Plan available on Source with their Manager. For subcontractors, lodgement of a journey management plan for remote areas will be outlined in contract conditions and highlighted in induction training.*

*For employees that are required to drive a vehicle in the normal course of their work duties, rest breaks must be included as follows:*

- *Minimum 10 minutes rest break every two hours of continuous driving;*
- *Minimum 30 minutes rest break after five hours of continuous driving; and*
- *No more than 10 hours of driving in a 24 hour period, unless the driver holds qualifications as a professional driver.*

*For subcontractors the above driving related control measures are outlined in contract conditions and highlighted in induction training.*



#### 3.4.4 Management of a Fatigued Worker

Employees or other workers who are identified as fatigued shall be dealt with consistently and fairly. Actions to be taken by the manager or supervisor may include but are not limited to:

- Allowing an appropriate fatigue break;
- Allocation to other duties or equipment;
- Removing the worker from site for the remainder of the work shift

Similarly, if an individual identifies that they are fatigued they should initiate any of these options and be trained in identification of fatigue and the options available if their work routine exceeds those control measures outlined part 3.3.2 and 3.3.3 of this Sub Plan.

#### 3.4.5 Voluntary Self-Assessment

An employee or other worker can self-assess if they consider they are impaired by fatigue to the extent that a potential health and safety hazard or risk exists. After the results of a voluntary self-assessment the person must contact their Manager or Supervisor immediately. An employee or other worker who is identified by an assessment as unfit for work as a result of fatigue impairment due to personal circumstances will be provided with appropriate leave by their employer.

An employee or other worker who is identified through assessment as impaired by fatigue due to work related reasons will be required to undertake a formal risk assessment to identify appropriate control measures. If a person is removed from duties or given alternative duties as a result of a fatigue assessment the person will not be disadvantaged.

#### 3.4.6 Confidentiality

All information received from an employee, subcontractor or other worker who is identified by an assessment as unfit for work as a result of fatigue impairment due to personal circumstances will remain confidential.

## 4.0 EXPECTATIONS

- Everyone shall be in a fit state to safely perform the inherent duties or their required work tasks;
- Everyone will comply with the fatigue management requirements outlined in the project induction;
- Everyone shall consider the impact of their *non work* activities on their ability to safely perform their duties;
- Supervisors shall be notified immediately if an individual is unfit for duty due to any lifestyle, health, or medical issue;
- All personnel randomly selected shall be required to undergo drug and alcohol testing based on the Lendlease Construction Fitness For Work – Drug & Alcohol Testing Procedure selection criteria as and when required (for relevant projects / Clients.).

## 5.0 EMPLOYEE ASSISTANCE PROGRAM (EAP)

To facilitate early intervention and support for employees whose fitness for work may be affected by events at home or work, which have the potential for sleep deprivation and therefore fatigue confidential counselling is available to all employees through the Lendlease Foundation Employee Assistance Program (EAP). This can be made available to non – employees on a case by case basis.

## 6.0 TRAINING & COMMUNICATION

The following steps will be followed for communication and training in regard to implementing the Fatigue Management Procedure within Lendlease.

- Consultation Feedback on the Fatigue Management Plan
- Information Sessions
- Project Inductions
- Training, e.g. resilience
- Signs and symptoms
- Tender and Contract Documentation

## APPENDIX A – OBSERVATION RECORD

This Checklist shall be completed to record signs of fatigue impairment (tick/cross as appropriate)

### 1.0 Observed Details/Work Arrangements:

Observed worker's name:  
Date: Time:  
Observed worker's job role:  
Name of Observer:

Position:  
Workplace/Project:  
Signature:

#### Shift Type

Shift Worker:	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
8 hour day		<input type="checkbox"/>	8 hour night	<input type="checkbox"/>
10 hour day		<input type="checkbox"/>	10 hour night	<input type="checkbox"/>
12 hour day		<input type="checkbox"/>	12 hour night	<input type="checkbox"/>
8 hour afternoon		<input type="checkbox"/>	Double shift	<input type="checkbox"/>
[Insert Other]		<input type="checkbox"/>		<input type="checkbox"/>

#### Time into Shift

25% or less	<input type="checkbox"/>	26% - 50%	<input type="checkbox"/>
51% - 75%	<input type="checkbox"/>	76% - 100%	<input type="checkbox"/>
Overtime	<input type="checkbox"/>		

### 2.0 Signs and Symptoms

Has there been a change in the person's behaviour, if so what have you observed?

#### Body:

Slumped	<input type="checkbox"/>	Rubbing face & eyes	<input type="checkbox"/>
Propping of head:	<input type="checkbox"/>	Leaning backwards/sideways	<input type="checkbox"/>
Poor coordination/ mistakes	<input type="checkbox"/>		

#### Behaviour:

Anxious	<input type="checkbox"/>	Quiet	<input type="checkbox"/>
Low energy	<input type="checkbox"/>	Drinking more caffeine	<input type="checkbox"/>
Irritable	<input type="checkbox"/>	Poor attention	<input type="checkbox"/>
Working slow	<input type="checkbox"/>	Overwhelmed	<input type="checkbox"/>
Nodding off/ yawning	<input type="checkbox"/>		

#### Eyes:

Bloodshot	<input type="checkbox"/>	Slow blinking	<input type="checkbox"/>
Eyelids drooping	<input type="checkbox"/>	No eye contact	<input type="checkbox"/>
Pupils small	<input type="checkbox"/>	glazed	<input type="checkbox"/>

#### Speech:

Broken	<input type="checkbox"/>	Slurred	<input type="checkbox"/>
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### 3.0 Manager Interview

The worker's manager must undertake a review of the incident identified which prompted the completion of this Fitness For Work – Observation Record. The objective of the interview is to determine if the worker is suffering from fatigue and if so why? What task has the employee been undertaking at the time of suffering from fatigue? The way the worker presented for interview and their physical health and personal circumstances which may have a bearing on their fitness for work.

<b>Possible causes of poor/ insufficient sleep:</b>	
[Insert comments where applicable]	
<b>Work/Stress/Pressure/long hours:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
[Insert comments where applicable]	
<b>Relationships</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
[Insert comments where applicable]	
<b>Depressed</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
[Insert comments where applicable]	
<b>Substance use (e.g. Caffeine, tobacco, other stiulants, alcohol)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
[Insert comments where applicable]	
<b>Family illness (e.g. sickness or other)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
[Insert comments where applicable]	
<b>Personal illness/medical condition/injury</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
[Insert comments where applicable]	
<b>Financial pressure (e.g. mortgage/bills/other)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
[Insert comments where applicable]	
<b>Sleep disorder</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
[Insert comments where applicable]	
<b>Environmental conditions (light/noise)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
[Insert comments where applicable]	
<b>Post trauma/ emotional issues</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
[Insert comments where applicable]	
<b>Living habits (e.g. late nights or other)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
[Insert comments where applicable]	
<b>[Insert Other]</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
[Insert comments where applicable]	

#### 4.0 Manager's Opinion

Based on the interview and observations outlined above I conclude the following:

**Level of fatigue:**

Fit for current duties	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Fit for alternative duties	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
[Insert comments where applicable]									

**Actions to be implemented:**

[Insert comments where applicable]
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#### 5.0 ASSESSMENT COMPLETION

<b>Manager completing this assessment:</b>					
<b>Name:</b>		<b>Signature:</b>		<b>Date:</b>	
<b>Workplace Manager's review of this assessment</b>					
<b>Name:</b>		<b>Signature:</b>		<b>Date:</b>	
<b>Observed worker's agreement with this assessment and any related actions:</b>					
<b>Name:</b>		<b>Signature:</b>		<b>Date:</b>	



## APPENDIX B – FITNESS FOR WORK FATIGUE MANAGEMENT SURVEY

This survey can be completed by a range of workers or persons conducting a business undertaking or with management or control of a workplace to assist in identifying work related situations where fitness for work and fatigue management needs may arise. Where 'Yes' is nominated as a response to any of the questions raised the survey should be discussed with your immediate manager and the Construction Manager or other workplace manager in conjunction with a review of standard system control measures for minimising fatigue risks set out in part 3.3.2 and 3.3.3 of this plan.

Mental and physical work demands	YES	No
Does anyone undertake work for long periods that is physically demanding? <small>(e.g. tasks that are especially tiring and/or repetitive, e.g. bricklaying, process work, moving bags of cement, felling trees)</small>	<input type="checkbox"/>	<input type="checkbox"/>
Does anyone undertake work for long periods that is mentally demanding? <small>(e.g., work that requires vigilance, work that requires continuous concentration and minimal stimulation, work performed under pressure, work to tight deadlines, emergency call outs, interacting/dealing with the public, work that involves driving a vehicle or operation of high risk plant and equipment)</small>	<input type="checkbox"/>	<input type="checkbox"/>
Work scheduling and planning		
Does anyone consistently work or travel between midnight and 6am?	<input type="checkbox"/>	<input type="checkbox"/>
Does the work scheduled prevent full time workers having at least one day off per week?	<input type="checkbox"/>	<input type="checkbox"/>
Does the schedule make it difficult for workers to consistently have at least two consecutive nights sleep per week?	<input type="checkbox"/>	<input type="checkbox"/>
Do work practices include on-call work, call-backs and/or sleepovers?	<input type="checkbox"/>	<input type="checkbox"/>
Does the work schedule differ from the hours actually worked?	<input type="checkbox"/>	<input type="checkbox"/>
Does the work schedule include rotating shifts?	<input type="checkbox"/>	<input type="checkbox"/>
Does anyone have to travel more than one hour to get to their job?	<input type="checkbox"/>	<input type="checkbox"/>
Does anyone work in excess of 14 hours regularly? This would include any overtime worked + direct travel to/from home + meal breaks.	<input type="checkbox"/>	<input type="checkbox"/>
Does anyone have less than 10 hours between each shift? (for example, split shifts, quick shift changeovers)	<input type="checkbox"/>	<input type="checkbox"/>
Is high risk work performed at low body clock times (between 2am and 6am and 2pm and 4pm)?	<input type="checkbox"/>	<input type="checkbox"/>
Environmental conditions		
Is work carried out in harsh or uncomfortable conditions? (e.g. hot, humid, cold temperatures)	<input type="checkbox"/>	<input type="checkbox"/>
Does anyone work with plant or machinery that vibrates?	<input type="checkbox"/>	<input type="checkbox"/>
Is anyone exposed to hazardous chemicals?	<input type="checkbox"/>	<input type="checkbox"/>
Is anyone consistently exposed to loud noise?	<input type="checkbox"/>	<input type="checkbox"/>

**Person completing this survey**

**Name:**

**Company:**

**Trade/Work Activity:**

**Signature:**

**Date:**

## APPENDIX C – PERSONAL SELF-ASSESSMENT FOR FITNESS FOR WORK & FATIGUE

### Minimum Sleep Requirements

The need for sleep is often undervalued as people cram as much as possible into their daily lives. Each person is different and this means each will differ in the amount of sleep they need to perform at their best, just in the same way that alcohol affects people differently or how easily each of us lose or gain weight. However, research has identified some basic fundamentals that can be used as a guide to ensure your fitness for work and minimise any risk of fatigue.

Most adults need between 7 and 9 hours sleep in every 24 hours. From a performance perspective, the majority of adults require a minimum of 6 hours sleep every 24 hours to ensure fitness for work and the ability to perform at your best. Occasions may occur where a person may only obtain four or five hours sleep in a 24 hours period. The average person may function adequately on this amount of sleep, but it becomes more important to monitor symptoms and behaviours, be aware of performance levels and manage any associated risk. Obviously, the capacity to function adequately is heavily reliant on the person's work duties and the nature of risks at work, including travel to and from work.

The amount of sleep needed for optimal performance is not something that can be changed. For example, if an individual requires nine hours sleep, and regularly obtains only six hours, their body will not adapt to getting less sleep. The person may become accustomed to feeling tired to the extent they don't even recognise it anymore, but they will always require nine hours sleep to be at their best. Use the 'How to determine your personal sleep need' outlined below to assess the sleep you need.

### Sleep and Fatigue

Sleep is the only effective long term strategy to prevent and manage fatigue. While tired muscles can recover with rest, the brain can only recover with sleep. The most beneficial sleep is a good night's sleep taken in a single continuous period.

The optimum amount of sleep varies for each person, however, an adult generally requires 7 to 8 hours of sleep daily. When individuals get less sleep than they need in a day, they build up a sleep debt which accumulates until they can get enough sleep to overcome the sleep debt. Each additional day without enough sleep increases the debt, and when it becomes large enough fatigue can occur. It may take several days before a person recovers from a sleep debt. Sleep debt is common with night shift workers as they often have difficulty having sufficient and undisturbed sleep during the day.

One sleepless night can be affected in a similar way as someone who has been drinking alcohol, for example:

- being awake for 17 hours is the equivalent of having a blood alcohol level of 0.05
- being awake for 20 hours is the equivalent of having a blood alcohol level of 0.1

#### How to determine your personal sleep need

If you want to determine how much sleep you need to perform optimally, you can do so next time you are on holidays by following these steps:

1. Put your alarm clock away and so you can wake up naturally every morning
2. Allow at least two days to overcome any existing sleep loss that you have accumulated
3. For the next three or four days, write down the time you go to bed at night and the time you naturally wake up in the morning
4. Calculate the average amount of sleep you obtain is the amount of sleep you require for optimal alertness, performance and well-being



**Symptoms and Behaviours**

Often, the most obvious sign of fatigue-related impairment is symptoms and behaviours exhibited by an individual. These may be caused by the nature of work completed, its duration, the amount and quality of sleep that a person has had over the last week, or other health related issues. Research indicates that individuals that are frequently suffering from fatigue become less and less able to monitor their level of performance impairment. Therefore, it is a useful strategy to constantly look out for symptoms of fatigue in co-workers.

**Symptoms which can indicate fatigue include:** (tick/cross as appropriate)

Physical Symptoms	Mental Symptoms	Emotional Symptoms
<input type="checkbox"/> Yawning	<input type="checkbox"/> Poor Concentration	<input type="checkbox"/> Quiet and withdrawn
<input type="checkbox"/> Heavy limbs	<input type="checkbox"/> Disorganisaed	<input type="checkbox"/> Lack of motivation
<input type="checkbox"/> Sluggish	<input type="checkbox"/> Easily distracted	<input type="checkbox"/> Miserable
<input type="checkbox"/> Headache	<input type="checkbox"/> Poor communication	<input type="checkbox"/> Mood changes
<input type="checkbox"/> Sore/bloodshot eyes	<input type="checkbox"/> Lack of situational awareness	<input type="checkbox"/> Decreased tolerance
<input type="checkbox"/> Nausea	<input type="checkbox"/> Poor information processing	<input type="checkbox"/> Irritability over minor issues
<input type="checkbox"/> Poor coordination	<input type="checkbox"/> Poor memory	
<input type="checkbox"/> Slow reaction speed		
<input type="checkbox"/> Extreme drowsiness	<input type="checkbox"/> Poor decision making	<input type="checkbox"/> Temper outbreaks
<input type="checkbox"/> Heavy eyelids	<input type="checkbox"/> Risk taking behaviour	<input type="checkbox"/> Aggression
<input type="checkbox"/> Microsleep/head nods	<input type="checkbox"/> Errors	
<input type="checkbox"/> Falling asleep	<input type="checkbox"/>	

The symptoms listed previously are categorised in terms of severity. Any symptoms nominated within the red category are indicative of being unfit to continue working. The person experiencing the symptoms should cease work and report immediately to their manager and only after being declared fit for work should they resume their work duties. Where three or more symptoms in the yellow or amber categories are nominated within a 15 minute period, they should be reported to your manager/supervisor, monitored and managed with appropriate control strategies.

Where symptoms or behaviours that indicate fatigue are identified by a manager, supervisor or other worker, they should be drawn to the attention of the worker exhibiting the symptoms. In the event of repeated observations, the worker must cease work and report immediately to their manager to determine management strategies.

Regular observations of fatigue-related symptoms may be an indication of:

- a) The need to review work hours or work scheduling
- b) The employee or other worker not getting enough quality sleep
- c) Medical problems, including sleep disorders

Where observations of the above are regular seek further assistance from the Lend Lease Construction Employee Assistance Program (EAP) or a Medical Practitioner.

**The EAP can be contacted on 1800 80 83 74 available 7 days a week/24 hours per day.**

