



## COURSE INFORMATION

### **TLIF0006 ADMINISTER A FATIGUE RISK MANAGEMENT SYSTEM**

FACE TO FACE/BLENDED DELIVERY

#### **Duration**

**Face to Face and Correspondence (Blended Learning)** - This unit is delivered over 60 hours, consisting of several hours of reading learning material and completing a participant's workbook prior to the commencement of the course, and an eight (8) hour face to face seminar.

#### **Description**

This unit of competency involves the skills and knowledge required for road transport schedulers or supervisors/managers to administer a fatigue risk management system for an Operator that includes:

- Chain of Responsibility
- Counting time
- Fatigue management exemptions
- Record keeping requirements
- Work and rest hours scheduling
- Work diary

It includes identifying and managing risks associated with fatigue during heavy vehicle driving, operating within a fatigue risk management system, 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.

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).

Being awarded this unit of competency is a necessary requirement to obtaining National Heavy Vehicle Regulator (NHVR) Fatigue Management Accreditation but is only one of the criteria.

Prospective applicants should check with the NHVR before undertaking training and/or assessment

#### **Entry Requirements**

There are no formal entry requirements to this unit. However, students must be able to understand and speak enough English to understand instructions and assessments and communicate with trainer / assessor. This is determined at interview with the student and the trainer.

- Be at least 18 years old
- Have sound reading and written/oral communication and mathematical skills
- Are employed or subcontract within a transport company or a service that requires the use of Heavy Vehicles



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The learner must provide photographic evidence of their identity plus a copy of their applicable licence prior to commencement of the course.

#### **Target Client**

The target client for this course in fatigue management is provided to those first line managers or supervisors who are required to schedule the transport of product within their employed role. These managers must have responsibility for providing any directions about when to drive/work and rest that will be acted upon by a truck driver or heavy vehicle (Fatigue Related greater than 12 tonne). This unit allows the learner to participate as a scheduler within a transport provider operating within the NHVAS Basic Fatigue Management (BFM) or Advanced Fatigue Management (AFM) system.

- Transport operation Policies and Procedures Manual
- Pre-departure checklist
- Driver handbook / Driving plan

#### **Delivery Strategies**

Students will undertake this unit as self paced learning as they are sent learning material and a participant's workbook at least 2 weeks before the one day face to face workshop delivered by an appropriately qualified trainer.

### **Learning Delivery**

Learners will be assembled off the job and will receive face to face training delivery that ensures the learner achieves the required understanding of:

During a brief induction, students are given the unit learning material covering the underpinning knowledge of the unit of competency as well as a reference guide on where further information and current legislation can be obtained. Learning delivery will address the following issues:

- applying a road transport fatigue risk management system
- applying fatigue risk management principles when scheduling heavy vehicle drivers allowing for reasonably foreseeable circumstances when scheduling
- applying strategies to address signs and symptoms of heavy vehicle driver fatigue
- applying work health and safety (WHS) policies and procedures
- applying workplace fatigue risk management policies and procedures
- communicating with relevant personnel
- communicating unplanned events and deviations to relevant personnel
- complying with relevant fatigue Heavy Vehicle National Law (HVNL) requirements
- dealing effectively with unplanned events in accordance with workplace policies and procedures
- identifying and assisting heavy vehicle drivers with fatigue risk management implementation and issues identified
- identifying fatigue risk factors for heavy vehicle drivers
- implementing compliance with trip, work and rest requirements
- implementing risk mitigation control measures
- interpreting fatigue risk management principles
- monitoring and maintaining work diaries/records and all relevant workplace documentation in accordance with workplace procedures
- monitoring heavy vehicle driver signs and symptoms of fatigue
- participating in internal reviews and periodic audits
- planning and monitoring heavy vehicle trips
- preparing and actioning non-compliance reports
- providing feedback to inform heavy vehicle drivers about compliance when implementing the fatigue risk management system
- reading and interpreting relevant documentation on fatigue risk management regulations
- recognising non-compliance with fatigue risk management strategies and regulations, and taking appropriate action.

### **Assessment**

During delivery of this unit, students undertake formative assessment activities to ensure they are developing a correct understanding of the content being delivered. This may be through multiple choice, true/false questioning or short answer questioning.



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#### **Trainer Requirements**

- *TAE40116 Certificate IV in Training and Assessment* or equivalent
- *TLIF0005 Apply a fatigue management system*
- *TLIF0006 Administer a fatigue management system*
- Relevant Industry Experience
- Current Industry experience
- Professional development in training and assessing but also fatigue management

#### **Licensing, legislative, regulatory or certification considerations**

The delivery of this unit is subject to a licensing agreement with the National Heavy Vehicle Regulator through

- Heavy Vehicle National Law (HVNL)
- Chain of Responsibility
- Heavy Vehicle (Fatigue Management) National Regulations
- Work Health and Safety Act
- Work Health and Safety Regulations

Competency determination is based on a summative assessment, in workbook format, that is completed both throughout and at the end of the one day workshop as an open book exam. Should a student be unsuccessful in the exam, they may appeal the decision within one week of competency determination being made.

#### **Practical skills assessment**

The student will be assessed in the ability to demonstrate to an acceptable standard:

- chain of responsibility
- consequences of non-compliance and failure to manage fatigue within the chain of responsibility
- fatigue risk management hierarchy of risk control
- fatigue risk management key performance indicators including:
  - corrective action monitoring
  - trend analysis
- fatigue risk management principles
- fatigue risk management signs, symptoms and strategies
- heavy vehicle fatigue risk management workplace policies and procedures
- management of a fatigue risk management system including:
  - implementing a fatigue risk management system
  - monitoring a fatigue risk management system

- planning implementation of a fatigue risk management system
- reviewing a fatigue risk management system
- non-compliance and penalties related to relevant driver fatigue legislation
- parties in the chain of responsibility
- periodic audit requirements
- principal obligations relating to fatigue risk management in HVNL including consideration of traffic conditions in managing speed and fatigue; fatigue work and rest times; securing loads and trip conditions including vehicle dimension and load limits
- processes and resources for assessing heavy vehicle driver fatigue risk management competence
- program for assisting drivers to assess their level of fatigue and evaluate their own fitness for work, inclusive of sleep disorders
- resources for providing training on the implementation of the workplace's fatigue risk management system
- road transport fatigue risk management program
- strategies and requirements to ensure management of fatigue
- strategies required when non-compliance with fatigue HVNL is identified within the chain of responsibility
- training program for heavy vehicle drivers on fatigue risk management

### **Student Pathways after completion**

Graduates of this short course will have the required skills and knowledge required to administer a fatigue risk management system within the Transport and Logistics Industry (or an industry that has a requirement for a driver to operate a fatigue related heavy vehicle 12 tonne or above) It will include:

- Manage heavy vehicle driver fatigue strategies
- Operate within a road transport fatigue risk management system
- Schedule work and rest hours in compliance with a road transport fatigue risk management system
- Manage operations within a road transport fatigue risk management system
- Plan and navigate heavy vehicle trips
- Update and maintain records

Alternatively, the graduate may continue their vocational education through *TLIF0007 Manage a fatigue risk management system* to manage fatigue within the workforce at a higher level.