

## Safe Work Method Statement



Job Task Summary:

Fatigue management 

**To be read in conjunction with DRA SWMS Driving Vehicles**

**Can this involve High Risk Construction Work?**

Where there is a risk of a person falling more than two metres?	Yes
At workplaces where there is any movement of powered mobile plant?	Yes
Involving demolition of an element of a structure that is load bearing	No

Excludes:

Applicable to the following worker type: employee, contractor, volunteer

SWMS completed by: Tony Griffiths  
Reviewed by the safety Team

Site: All sites

Date: October 2021

PPC (Mandatory): DRA field clothing including DRA long sleeve shirt, non-synthetic trousers, safety boots or safety gumboots (AS 2210.1.2010 Operational Protective Footwear), non-synthetic layers or outer clothing for warmth (if required).

Other PPE as mandated by relevant SWMS/Safety 5.



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### **DRA Policies**

1. DRA acknowledges the hazards associated with deploying to and conducting field operations and will implement policies and procedures to ensure the safety of its members, contractors and visitors.
2. DRA acknowledges the part-time volunteer nature of its workforce noting that members are unlikely to be acclimatised to the operating environment and accordingly will implement mitigating measures.
3. DRA will provide information, instruction and training about the risks involved with fatigue
4. DRA will not deploy personnel on back-to-back deployments.
5. Managers and supervisors at all levels are to consider and monitor fatigue levels during the planning and conduct of travel and operations.



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			<ul style="list-style-type: none"> <li>● encouragement of car-pooling when self-deploying</li> <li>● Active consideration of fatigue levels on completion of shifts and waves when planning redeployment</li> <li>● Executive level monitoring of compliance with Heavy Vehicle National Law (HVNL)</li> <li>● Access to single accommodation when necessary</li> <li>● members encouraged to consider pre-and post-deployment work commitments when planning participation in deployments</li> <li>● All members to receive training in fatigue identification and planning controls</li> <li>● members are reminded of their personal responsibility to ensure best use of time away from deployments to manage their fatigue</li> <li>● members are reminded to avoid behaviours and practices that contribute to fatigue</li> </ul>		
Field operations	Fatigue-induced accident		<ul style="list-style-type: none"> <li>● DRA will continue to screen members deploying to the field for health and lifestyle risk factors</li> <li>● employees, contractors, volunteers will be provided with training on risk factors, recognising fatigue and ways to mitigate fatigue.</li> <li>● Daily safety briefing to include fatigue-related items</li> <li>● Members will participate in site risk assessments/Safety 5</li> <li>● Promote open communications to encourage self-reporting of fatigue</li> <li>● Utilise the buddy system to watch for fatigue</li> <li>● STL and Safety Officer to monitor fatigue levels</li> <li>● Ensure adequate conditions and opportunity for rest and sleep</li> <li>● Particular focus on fatigue during weather extremes and in the later stages of deployments</li> <li>● MC to schedule downtime and establish reasonable working hours</li> <li>● Ensure use of suitable equipment and team handling</li> </ul>	<b>MC/ Safety Officer/ STL/ members</b>	

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OTHER JOB REQUIREMENTS			
<b>List staff skills/competencies and licences required for safe job performance:</b>			
<input checked="" type="checkbox"/> Operators of vehicles will require an appropriate license which will be registered with DRA. DRA will approve individuals to operate vehicles. <input type="checkbox"/> DRA will require operators of heavy vehicles to demonstrate currency/recency.			
<b>List items of plant/equipment/tools required:</b>			
<input type="checkbox"/>			
<b>Relevant codes of practice, legislation standards or critical risk controls that may be applicable:</b>			
<ul style="list-style-type: none"> <li>● <b>Relevant codes of practice, legislation standards or critical risk controls that may be applicable:</b> as adopted by State and Territory jurisdictions (less WA and Vic)</li> <li>● <a href="#">Heavy Vehicle National Law (HVNL)</a></li> <li>● <a href="#">Heavy Vehicle (Fatigue Management) National Regulation</a></li> <li>● Enabling State Heavy Vehicle Legislation</li> <li>● Safework Australia - <a href="#">Guide For Managing The Risk Of Fatigue At Work 2013</a></li> <li>● Safework Australia - <a href="#">Fatigue Management A Worker's Guide 2013</a></li> <li>● Safework Victoria - <a href="#">Fatigue prevention in the workplace, your health and safety guide 2017</a></li> <li>● Worksafe Victoria - <a href="#">Managing Risk Factors on the Road</a></li> <li>● Safework WA - <a href="#">Code of Practice - Working Hours 2006</a></li> </ul>			
<b>Maintenance checks, site/workplace inspections required:</b>			
<ul style="list-style-type: none"> <li>● DRA will monitor workplaces as part of its assurance program</li> </ul>			
<b>Additional approvals, certificates, WorkCover approvals/permits required e.g. confined spaces, working at heights, hot works etc: Nil</b>			
<b>Has a risk assessment been completed for any work involving confined spaces, electrical work or diving work</b>			
Yes	No	N/A <input checked="" type="checkbox"/>	



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### Approvals

This SWMS is approved by DRA national Director of Field Operations

Name	Signature	Date

**Site SWMS Approval** (Strike Team Leader/ Supervisor i.e. person responsible for ensuring compliance with SWMS)

*I have read and understand this SWMS. I have completed a site risk assessment with the chainsaw operator(s) and team members and will ensure compliance with the SWMS.*

<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
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### Operator/team confirmation

*I have read and understand this Safe Work Method Statement. I have no medical conditions that may affect my ability to operate the vehicle.*

NAME	SIGNATURE	DATE

### Safety Officer confirmation (or Operations Chief in lieu)

*I confirm that the safety controls detailed above are in place or will be acted upon. I can confirm that proposed tasks are within the scope of operations and that plant operators (if applicable) are duly authorised by the National Training Manager.*

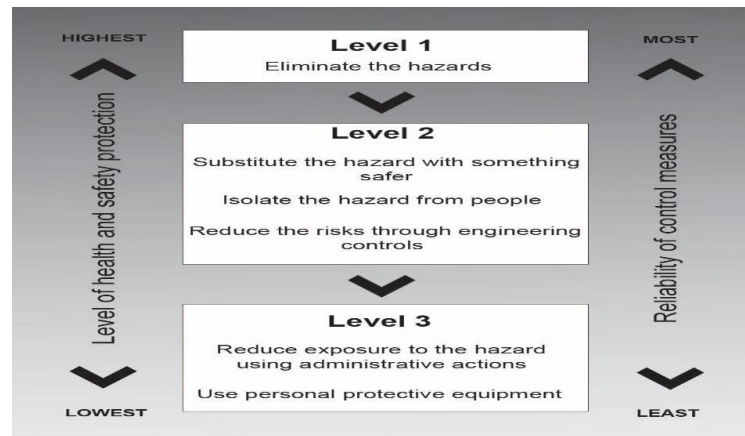
NAME	SIGNATURE	DATE

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### WHS RISK MATRIX

	Minor	Moderate	Substantial	Major	Catastrophic
Almost Certain	Medium	High	High	Extreme	Extreme
Likely	Medium	Medium	High	Extreme	Extreme
Possible	Low	Medium	High	High	Extreme
Unlikely	Low	Low	Medium	High	High
Very Unlikely	Low	Low	Medium	Medium	High

### HIERARCHY OF CONTROLS



Acknowledgements:  
NSW Government – Department of Industry



## Safe Work Method Statement

NSW Government – Department of Primary Industries  
Health and Safety handbook - Portner Press