



**Integrated
Safety Support**

Enhancing human safety & protection systems

Alive and Alert: Personal solutions to manage fatigue



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Feedback

We value your feedback. Please feel free to email comments, corrections and suggestions to training@integratedsafety.com.au

DISCLAIMER: This publication is intended to provide a general overview of practical information related to fatigue, and personal fatigue management. The contents of this workbook should be used as a guide only and the workbook itself is not a substitute for specific and/or individual personalised advice.

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Sample Only



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Introduction

What is this workbook for?

This workbook has been designed to answer the most common questions people ask about personal fatigue.

The general aim of the workbook is to provide practical information and skills for individuals that are employed in extended- and 24-hour industries, as well as their families. The specific aim of the workbook is to reduce the impacts of fatigue in daily life – at work as well as at home – by increasing safety, communication and the balance between work and the rest of life.

We have focussed on providing solutions that help you recognise and manage fatigue in yourself and others. Relevant topics such as fitness for duty – related to alcohol, other drugs and stress – are also covered.

In some operations, fatigue-related risks can be better managed simply by adjusting the way certain tasks are performed at specific times of the 24-hour day. For other situations risks can be reduced by changing when they are performed within a shift, or within a block of consecutive shifts. In other types of operations, the same task must be performed at all times of the day and night so the solutions need to be different. Having an understanding of the physical and mental effects that fatigue can have, in the specific context or contexts that you work in, will help in finding solutions that are effective and keep you safer and more productive.

By reading the workbook, making notes, and completing the assessments, you can learn to:

1. Recognise and understand symptoms associated with fatigue and fitness for duty, in yourself and in others;
2. Develop and implement strategies and practices to reduce the impacts of fatigue and other factors related to fitness for duty.

Sample

How should i use this workbook?



Read

The **WHAT'S IN IT FOR ME?** box at the start of each section will quickly tell you what you will learn by reading that section of the book.



Reflect

The **TEST YOURSELF** box at the end of each section gives you an opportunity to recall and reinforce what you have learned.



Complete

All of the **ACTIVITIES** boxes, which invite you to make notes about your own experiences and lessons that you have learnt, which will also help you take note of the solutions that seem to be most relevant for you.

We strongly recommend that you complete the **TEST YOURSELF** and **ACTIVITIES** sections to gain maximum benefits from the workbook.

Thinking about, and writing down, your thoughts and experiences can often provide important reminders or new perspectives for what might work best for you. It is much less likely that you will remember the information, or apply it, if you do not complete these sections.

Sample

Definitions used throughout the workbook

Alert

A heightened state of wakefulness, which is distinct from simply being awake.

Break period

Time within a work shift that is used for eating a meal or attending to any other personal needs.

Fatigue

A state of impairment with mental and/or physical aspects, which is associated with reduced alertness, performance and safety. Specific impairments can include slower reactions, poorer problem solving, lower self-awareness, and diminished communication.

Non-traditional work hours

Any hours worked outside Monday to Friday 9-to-5 time period.

Rest period

Time between work shifts, generally used for sleep, as well as meeting family, social and personal responsibilities.

Sleepy

A state of wakefulness that is relatively close to being asleep.

Stress

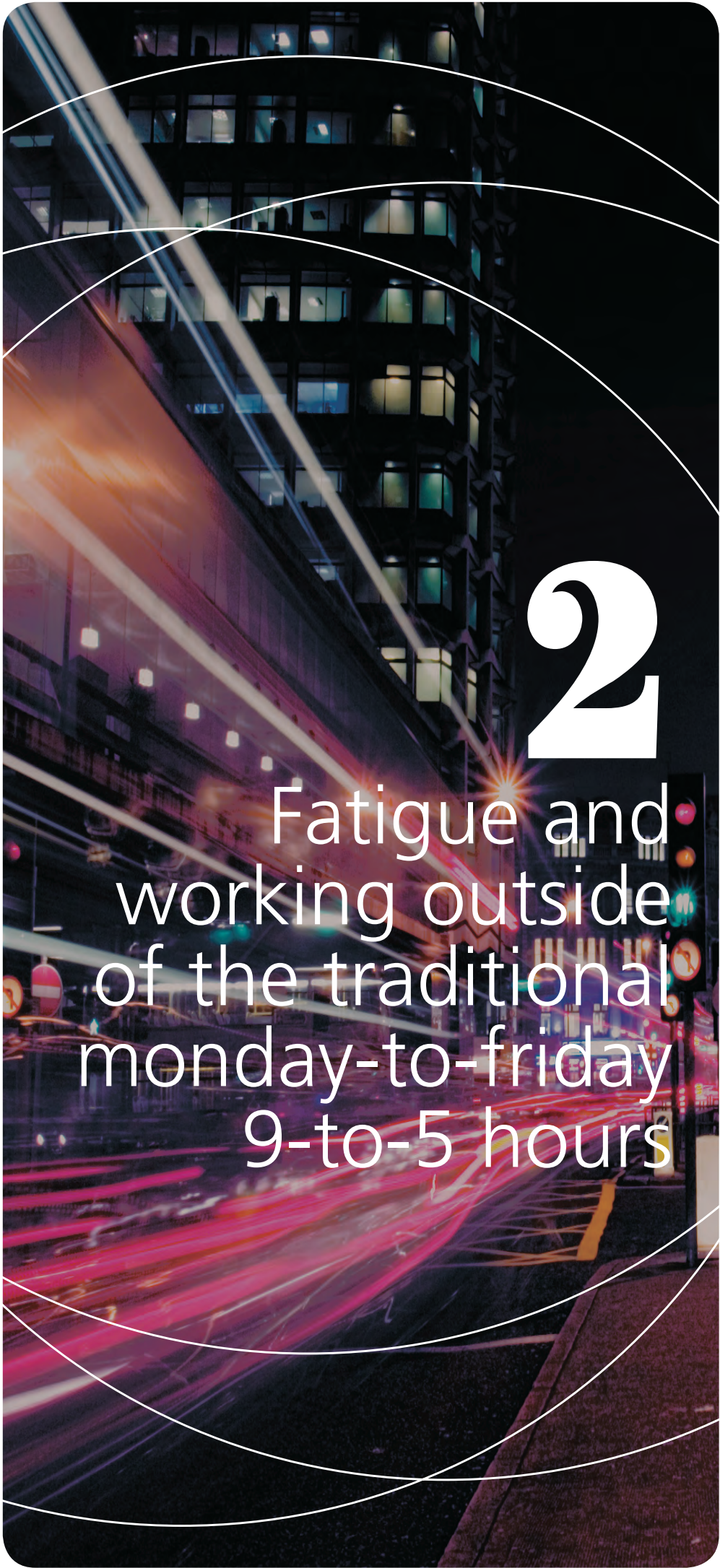
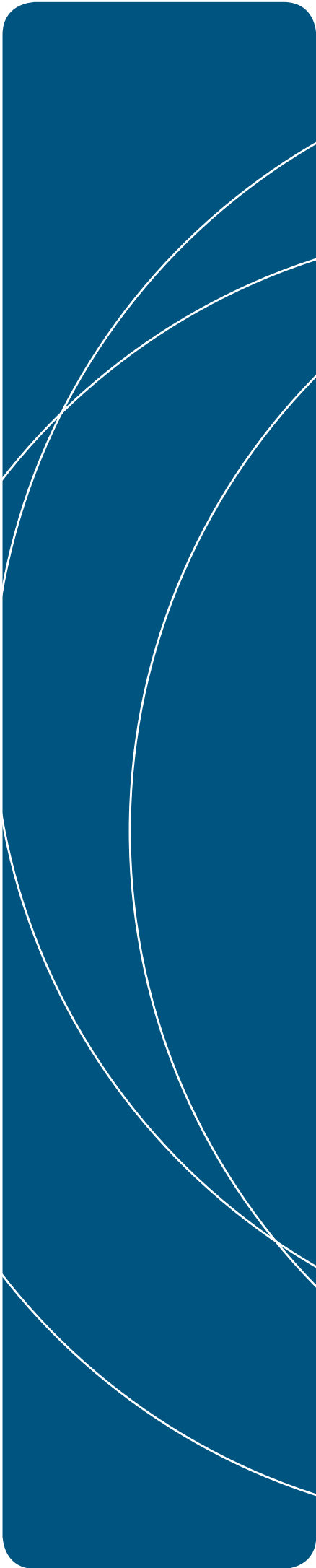
A feeling of not being able to cope with perceived demands or pressures, and is generally associated with negative feelings and low motivation.

Traditional work hours

The hours within Monday to Friday 9-to-5.

Workload

Can only be defined with specific reference to a particular job or task. It can be made up of numerous components including time pressure, physical demands, and environmental factors such as heat and humidity.



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Fatigue and
working outside
of the traditional
monday-to-friday
9-to-5 hours

Fatigue is an experience of physical and/or mental weariness. A fatigued person is often impaired and cannot continue to perform tasks safely or efficiently.

Fatigue can impact on an individual's ability to react in an emergency, communicate clearly with others, work productively or even drive home safely. Fatigue and its extreme symptom, falling asleep involuntarily, are significant contributors to incidents and accidents.

"Traditional", "standard", "normal" and "regular" are all words we often use to describe work patterns that operate on a 9am to 5pm, Monday-to-Friday, basis. However, our modern world with its 24-hour society has meant that, increasingly, many industries are required to operate around the clock, 7-days-a-week with continuous operations.

This has led to the development of non-traditional work hours that can include shifts that are extended beyond 8 hours, shifts worked at night and on weekends, as well as patterns of permanent or rotating shifts. Extended shifts might involve working up to 10 or 12 hours, or even longer.

Rotating shifts are those that are worked in sequence, such as from day to night, or from day to afternoon to night. Even those that work long hours but not necessarily shifts, like busy managers or executives with long commutes, can be significantly impaired by fatigue.



WHAT'S IN IT FOR ME?

After reading this chapter you should be able to:

- Understand workplaces where shiftwork, night work and extended work hours occur
- Reflect on your own experiences of non-traditional work hours, and their impacts

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Example workplaces and hours of operation

Transport

Most transport industries operate 7 days a week and often 24 hours per day, thus requiring drivers, ticket collectors, maintenance, controllers, managers, and many other positions to be filled within road, rail, sea and air operations.

Healthcare and Emergency Services

These industries are required to be in operation 24/7, and often require “on-call” positions where responses are needed from people that are sleeping and/or otherwise not working at the time of a call-out.

Mining, Energy, Oil, Gas, Smelting and related industries

In many of these industries, positions operate on a continuous basis, and generally use extended and/or rotating shift systems to achieve 24-hour coverage. Some sub industries, such as quarrying, may not work 24/7, but these would usually be an exception compared to most relevant industries in this sector.

Manufacturing

Manufacturing industries are geared towards maximum productivity through continuous operations, which usually requires 24/7 output.

IT support and Call Centres

Modern industries also use automated and online systems. While this has reduced employment in traditional support jobs, it has also led to a greater need for IT infrastructure and technical support. Many of these systems operate using 24/7 call centres, structured for continuous operation.

	TRADITIONAL	MINING	RAIL
MON	0900-1700	0700-1900	0530-1330
TUE	0900-1700	0700-1900	0630-1430
WED	0900-1700	1900-0700	0600-1400
THU	0900-1700	1900-0700	0700-1500
FRI	0900-1700	OFF	0630-1500
SAT	OFF	OFF	0700-1500
SUN	OFF	OFF	OFF
MON	0900-1700	OFF	1400-2200
TUE	0900-1700	0700-1900	1430-2230
WED	0900-1700	0700-1900	1500-2300
THU	0900-1700	1900-0700	1430-2230
FRI	0900-1700	1900-0700	1500-2300
SAT	OFF	OFF	1530-2330

Table 1.



ACTIVITY

What hours do you work as a part of your current role or roles?

Do you notice any differences between your sleep when you're on night shift (if you work them) and other shifts? If 'yes', please outline your experiences in the space below.

How many years have you worked non-traditional work hours, outside of the Monday-to-Friday 9-to-5 window?

What do you think are some of the positive and negative effects for your health, lifestyle, or wellbeing of working these hours?

POSITIVE

NEGATIVE

Sample Only