



Fatigue Management Policy

1. Purpose

This policy aims to deliver on WA Country Health Service's (WACHS) commitment to provide as far as is reasonably practicable, a safe working environment identifying and managing risks associated with fatigue.

This policy should be used in conjunction with: [Work Health and Safety Act 2020](#) (the Act) and [Work Health and Safety \(General\) Regulations 2022](#).

For all aspects of this policy, each region and its sites may instigate additional individualised processes that specifically address local requirements that have been risk assessed.

2. Policy

WACHS, Issues Tracking System (ITS) managers, supervisors and employees are to work co-operatively to ensure that fatigue-related risks are identified, assessed and controlled in accordance with the Work, Health and Safety (WHS) legislative frameworks, accountabilities and tools.

Risks associated with fatigue are to be managed to:

- minimise the risk of harm caused by fatigue
- maintain a safe and healthy work environment
- maintain the health and wellbeing of employees
- educate and improve awareness of the effects of fatigue.

All areas of WACHS shall identify and manage factors, in the relevant workplaces that cause fatigue and, if significant risks are identified, implement strategies to minimise those risks, where reasonable and practicable to do so.

Factors to consider include (but are not limited to):

- mental and physical demands of the work undertaken, including higher duty responsibilities
- work scheduling and planning, for example, workloads, work patterns and rostering arrangements
- environmental conditions, such as adequate lighting, ventilation and equipment
- organisational culture
- individual and lifestyle factors.

3. Roles and Responsibilities

Managers and Supervisors are responsible for:

- applying risk management principles, particularly where new systems or hours of work are to be introduced, this should be undertaken in consultation with employees, and as per industrial agreements

- ensuring systems of work that minimise the risk of fatigue – for example, reasonable rosters, reasonable overtime practices, and adequate recuperation between shifts
- escalation for approval of proposed additional hours and overtime, to ensure appropriate fatigue management strategies are in place
- reviewing and approving actual hours worked (this could include roster authorisation or timesheet sign off)
- ensuring employees performing shift work or extended hours are properly supervised, take adequate breaks and perform tasks safely
- taking appropriate action when a worker is demonstrating or has demonstrated signs of fatigue that could place themselves or others at risk of harm.

Workers are responsible for:

- informing themselves of the risks associated with fatigue
- avoiding behaviours and practices that may contribute to the development of fatigue, particularly those that may place themselves and/or others at risk of harm, this includes, but is not limited to, secondary employment and not using time off to recuperate
- reporting signs of fatigue that could place themselves or others at risk of harm to their manager or supervisor
- participating in strategies to reduce the risk of fatigue related harm (where required).

Work Health and Safety departments are responsible for:

- providing information, advice and consultation services regarding WHS matters and assisting with the development and implementation of WHS systems, procedures and programs
- ensuring the effectiveness of any strategies or control measures introduced are monitored and assessed
- providing information and education to managers, supervisors and employees about risks associated with fatigue.

All staff are required to comply with the directions in WACHS policies and procedures as per their roles and responsibilities. Guidelines are the recommended course of action for WACHS and staff are expected to use this information to guide practice. If staff are unsure which policies procedures and guidelines apply to their role or scope of practice, and/or are unsure of the application of directions they should consult their manager in the first instance.

4. Monitoring and Evaluation

WACHS stakeholders are responsible for monitoring and ensuring compliance with fatigue management processes. Stakeholders include but are not limited to:

- Rostering coordinators
- Line Managers
- Regional Work Health Safety and Security Managers
- Regional Human Resources Managers

Evaluation and review of this policy is to be carried out by the WHS department, following stakeholder consultation, every two years (or earlier if required).

5. References

Work Health and Safety consultation, cooperation and coordination: Code of practice (2022) Available from: <https://www.worksafe.wa.gov.au/publications/code-practice-work-healthy-and-safety-consultation-cooperation-and-coordination>

Code of Practice: Working Hours (Dept Energy, Mines, Industry Regulation and Safety 2006) Available from: <https://www.worksafe.wa.gov.au/publications/code-practice>

Safe Work Australia [Internet] [Guide for Managing The Risk of Fatigue at Work](https://www.safeworkaustralia.gov.au/system/files/documents/1702/managing-the-risk-of-fatigue.pdf) Available from: <https://www.safeworkaustralia.gov.au/system/files/documents/1702/managing-the-risk-of-fatigue.pdf>

6. Definitions

Term	Definition
Fatigue	State of mental and/or physical exhaustion which reduces a person's ability to perform work safely and effectively.
Shift Work	Employment practice designed to make use of or provide service across all 24hrs of the clock each day. This includes weekend, afternoon and night shifts, rotating, split or broken shifts, extended shifts, rostered overtime and (non-rostered) extended working hours.

7. Document Summary

Coverage	WACHS wide
Audience	All staff
Records Management	Non Clinical: Corporate Recordkeeping Compliance Policy
Related Legislation	Public Sector Management Act 1994 (WA) Work Health Safety Act 2020 (WA) Work Health and Safety (General) Regulations 2022
Related Mandatory Policies / Frameworks	• Employment Policy Framework • Work Health and Safety Policy Framework
Related WACHS Policy Documents	• Risk Management Policy • Risk Management Procedure • Safe Driving Policy
Other Related Documents	Nil
Related Forms	Nil
Related Training Packages	Nil
Aboriginal Health Impact Statement Declaration (ISD)	ISD Record ID: 4136
National Safety and Quality Health Service (NSQHS) Standards	1.1a, 1.7a, 1.7b, 1.7c, 1.10a, 1.10c, 1.10d.
Aged Care Quality Standards	Nil
Chief Psychiatrist's Standards for Clinical Care	Nil
Other Standards	Nil

8. Document Control

Version	Published date	Current from	Summary of changes
2.00	15 October 2025	15 October 2025	Legislated updates

9. Approval

Policy Owner	Executive Director People Capability Culture
Co-approver	Nil
Contact	Director Work Health Safety Wellbeing
Business Unit	Work Health and Safety
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